

1. Agenda

Documents:

[PC_AGENDA_02-15-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[FACILITIES MANAGER REPORT FEB 2018 - 2-15-18.PDF](#)
[FINANCIAL REPORT JAN 2018 - 2-15-18.PDF](#)
[PARKS AND COMMONS MINUTES DRAFT - 2-15-18 \(2\).PDF](#)
[PARKS AND COMMONS MINUTES DRAFT - 2-15-18.PDF](#)
[PC CIP AND FEES - 2-15-18.PDF](#)
[CITY MANAGER MEMO - 2-15-18.PDF](#)
[COMMONS RENTAL PRICING POLICY - 2-15-18.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, February 15, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of January 18, 2018
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Friends of the Commons
 - D. Year to date Revenues and Expenses
- IV. Business
 - A. Fence / Railing by sidewalk in front of Commons DISCUSSION / VOTE
 - B. Budget and CIP projects for 2018-2019 DISCUSSION / VOTE
 - C. Marquis sign in front of commons DISCUSSION / VOTE
 - D. Commons pricing and policy changes DISCUSSION / VOTE
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, March 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

February 2018

Dave Buckwald and I met with Dahl and have developed a plan for a pad and three side structure for the garbage cans according to Dahl's specifications. This will be done as soon as possible pending other priorities.

Lighting for the Stairs on the North side of the building has been installed at the top of the stairs and landing. Three of the five light poles on the south side of the 501 Building are now in working order.

Lady's restroom has had the Insta-Hot installed and we are waiting on the electrician to wire it. Health Inspector has been notified.

Glass for the door on the 501 Building will be delivered and installed on the 13th of this month.

The State Fire Marshal came through the Building on the 25th of January. We were found to be in violation of 3 different fire codes, extension cords on the stage, records of all system checks, inspections, and maintenance had not been kept to show what work had been done to keep the building up to code. Combustible materials were being kept in places not meant for storage (maintenance rooms). Our fire alarm system is very old comparably and needs to be proven to be in working order. Much of what needed to be addressed has been. I have been in contact with different companies as well as Fire Chief Frankie Petrick about our alarm and getting it tested. One of the things that needed to be addressed was our occupancy type. I contacted the county and found that we are A1, B and E.

I have been in contact with Newport Plumbing and Dolphin Construction and the Men's Bathroom remodel is scheduled for the 2nd week of March.

Respectfully Submitted

Heather Hoen

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	26,000	963.00	12,309.33	13,690.67	47
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	963.00	30,109.33	13,690.67	69
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 D E P T 124 R E V E N U E		139,100	963.00	125,409.33	13,690.67	90
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	4,330.84	23,642.20	7,757.80	75
	PERSONNEL SERVICES	31,400	4,330.84	23,642.20	7,757.80	75
5-20-5222	INSURANCE	4,500	--	5,375.64	875.64	119
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	--	129.13	270.87	32
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	24.56	724.60	2,075.40	26
5-20-5252	OFFICE UTILITIES	6,500	579.14	2,935.91	3,564.09	45
5-20-5260	PROFESSIONAL SERVICES	36,000	3,000.00	22,300.00	13,700.00	62
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	--	500.00	0
5-20-5330	BUILDING OR LAND MAINTEN	14,000	1,450.37	6,077.87	7,922.13	43
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	124.90	8,641.65	2,858.35	75
5-20-5490	MATERIALS/SERVICES OTHER	500	103.93	205.93	294.07	41
	MATERIALS AND SERVICES	76,700	5,282.90	46,390.73	30,309.27	60
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	4,330.84	23,642.20	7,757.80	75
TOTAL MATERIAL & SERV		76,700	5,282.90	46,390.73	30,309.27	60
TOTAL CAPITAL OUTLAY		31,000	--	27,000.00	4,000.00	87
TOTAL ALL OTHER		139,100	9,613.74	97,032.93	42,067.07	70
T O T A L D E P T 124 E X P E N D I T U R E						

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	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
TOTAL 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	--	401.19	3,198.81	11
	PERSONNEL SERVICES	3,600		401.19	3,198.81	11
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	278.41	4,009.65	15,990.35	20
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	242.10	6,801.88	801.88-	113
	MATERIALS AND SERVICES	26,000	520.51	10,811.53	15,188.47	42
	TOTAL PERSONAL SERVICES	3,600		401.19	3,198.81	11
	TOTAL MATERIAL & SERV	26,000	520.51	10,811.53	15,188.47	42
	TOTAL CAPITAL OUTLAY					0
TOTAL ALL OTHER		29,600	520.51	11,212.72	18,387.28	38
TOTAL DEPT 125 E X P E N D I T U R E						
TOTAL FUND 240 R E V E N U E		214,800	1,695.25	324,813.22	110,013.22-	151
	FUND PERSONAL SERVICES	36,800	4,330.84	24,762.73	12,037.27	67
	FUND MATERIAL & SERV	133,800	7,588.02	73,973.55	59,826.45	55
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	39,200		35,200.00	4,000.00	90
TOTAL FUND 240 E X P E N D I T U R E		209,800	11,918.86	133,936.28	75,863.72	64
	FUND PRIOR BALANCE	201,100.55				
	NET FUND BALANCE	190,876.94				

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
REGULAR MEETING
January 18, 2018

Minutes

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

I. Minutes

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

Moore noted he was making changes to the agenda order.

II. Reports

B. Yachats Trails Committee

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

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

III. Business

A. Commons Rental Rate Structure

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

1. Reorder classifications: Standard Use, Private Use, and Non Profit Use.
2. Additional Classification: Add community classification, Community Use, that applies to Room 3 only, where community groups of up to 15 people can use the room for up to 2 hours at no charge. These groups would not be bumped by a paying customer.
3. Establish two tiers of deposits required: \$100 refundable deposit on use of one or two rooms for a up to a full day and \$500 refundable deposit for use of more than two rooms or use over multiple days. Moore noted larger groups tend to cause more damage. Moore passed out photos of damage incurred during a recent weekend event.
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
- 2 Date
- 3 Minutes prepared by H.H. Anderson, January 20, 2018

DRAFT

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

February 15, 2018

Minutes

Chair John Moore called to order the February 15, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Michael Hempen, Linda Johnson, Ruth Bass, Scott Gordon, and Dean Shrock, Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Lead Bob Langley. Audience: 3.

I. Minutes

Commissioner Bass moved to approve the December 21, 2017 minutes: Aye – 6; No – 0. Minutes approved. (Ojeda late)

II. Reports

A. Facilities Manager

Facilities Manager Hoen explained the findings of the Fire Marshal inspections: extension cords used to power stage lighting, no records of inspections, non-tested alarm systems (no proof it is operational), and storage in utility and maintenance areas. Hoen added that the Fire Marshall indicated the Commons has been in violation for years. She also noted that the Commons is grandfathered-in on some regulations. The Fire Marshall has stipulated no one is allowed in the basement until the alarm systems have been certified to be operational.

Hoen raised the following concerns:

1. The alarms are not interconnected and must be manually engaged.
2. The Commons has eight breaker panels, and it is not clear how they are networked.
3. Not all rooms have smoke alarms.
4. There are several occupancy types within the Commons.
5. The County did not know there were children being in the building.

Shrock asked if the City would be covered for fire damage is they are in violation of safety code. Hoen did not have that information.

Hoen took Commissioners to the following locations:

Stage – pointed out extension cords and overloaded outlets. Hoen reported the Fire Marshal has given temporary permission to use the extension cords on the stage if they are left unplugged when not in use. Commissioner Johnson suggested putting signage on the outlets to remind users to unplug the cords.

1 MP Room – noted gaps in flooring. Hoen explained this type of flooring was not
2 designed for high traffic areas. She also noted the carpet tiles in the halls
3 and meeting room are only a 5-year product.

4 Storage off MP – pointed out congestion, noted many groups store items in here
5 (Big Band, One of Us), and noted equipment is getting damaged because of
6 being moved around and banged.

7 Room 8 – pointed out chair and tables. Hoen reported the Yoga group has
8 complained that the chairs are emitting harmful gasses and the porta-potty is
9 beneath the windows.

10 Room 5 (Kitchen) – noted fire suppression system on the vent hood is not
11 hooked up. Hoen indicated there is a manual pull for a suppression system
12 near the east wall.

13 Basement – indicated smoke detectors, strobes, and horns need to be tested to
14 see if operational. Hoen noted the windows are too small to be a legal
15 egress, there is only one exit, and the 4x4 floor support is undersized. The
16 outside exit door opens to the outside, which is problematic as debris could
17 block the door from opening in the event of an earthquake or tsunami. Hoen
18 pointed out the storage area that should be clear because of needs for
19 maintenance access. She also noted the area is infested with rats.

20
21 Commissioners asked about potential areas for storage. Hoen clarified Room 3 is not
22 ideal for storage as it is frequently used and the basement is dry enough to store the
23 chairs.

24
25 Shrock asked what happens to YYFAP if they could not be downstairs. Moore indicated
26 there are many workable solutions involving numerous facilities. Hoen noted there are
27 many parts that need to be addressed before a solution can be attained. Moore added
28 having YYFAP in Rooms 7 and 8 is short-term.

29
30 Shrock raised the possibility of allowing Yoga or other groups to use the MP instead of
31 Room 8 because of their concerns about off-gassing. Hoen stated that giving an
32 exception to one group means other groups might want similar exceptions. Moore
33 suggested that Hoen could manage the situation.

34 35 **B. Yachats Trails Committee**

36 Trails Lead Bob Langley highlighted the hierarchy of the Trails Committee. Bass asked
37 how volunteers are insured. Langley indicated they were covered under workers comp.
38 Moore indicated they are covered under recreational immunity.

39 40 **C. Friends of the Commons**

41 Valentine reported they had a full room for their coffee on Tuesday. They recorded
42 numerous suggestions for how they can best work for the Commons and the
43 community. They discussed changing their mission statement. They will be addressing
44 how to help specific groups with small grants so they can afford insurance and rent.

1
2 Langley asked if people could sign waivers for insurance liability. Moore noted people
3 will often sue despite having signed a waiver. Moore added that even if a user signed a
4 waiver, they would still not be covered for liability.

5
6 Valentine thanked Parks and Commons for installing for lighting on stairs and offered to
7 cover the costs. Moore reported they have ordered dark sky compliant heads for the
8 501 Building lights.

9
10 **D. Year to Date Revenues and Expenses** – see report in packet

11
12 **III. Business**

13 **A. Fencing/Railing by sidewalk in front of Commons**

14 Johnson reported Dave Rieseck believed a fence is not the proper solution for the
15 sidewalk in front of the Commons. He proposed two solutions: one is to backfill and
16 seed it (Option A); the other is to excavate a planting strip for evergreen shrubs so it
17 forms a living fence (Option B). Johnson shared the drawing Rieseck provided.

18
19 Johnson reported the original plan was to have another diagonal sidewalk going from
20 the front circle in a northeasterly direction. Rieseck would like that sidewalk installed.
21 Hempen believed the sidewalk was needed.

22
23 Ojeda asked if the solutions were ADA compliant. Moore stated he had been told it was
24 ADA compliant as it exists now. Commissioners discussed pros and cons of the two
25 options. Bass was concerned about who would maintain the shrubs. Johnson asked if
26 there was a landscape person on contract by the City to do maintenance. Moore did not
27 know if that contracted person would install new plants.

28
29 Johnson, Scott, Hempen favored the living hedge option.

30
31 Shrock was concerned that a hedge was not as welcoming as an open space approach.
32 Bass believed grass would be more welcoming and easier to maintain. Ojeda concurred
33 with Bass. Moore favored the grass option.

34
35 Ojeda did not believe adding the northeast sidewalk should be a priority. Bass did not
36 think the additional sidewalk was necessary. Hempen noted, if they do the sidewalk, it
37 would be nice to have sidewalk done before the tourists come. Moore noted Finance
38 likely has higher priorities. Commissioners agreed to not make a decision regarding this
39 additional sidewalk at this meeting.

40
41 Scott wanted to examine the area before making a final decision. Commissioners took
42 a second field trip to look at the area in front of the Commons. Following the tour,
43 Moore indicated he was hearing a preference for backfilling and seeding with grass
44 (Option A).

1
2 Bass moved recommend to the City Manager that the sidewalk along Highway 101 be
3 remedied by backfilling with dirt, sloping the grade to the entrance level, and not using a
4 retaining wall: Aye – 7; No – 0.

5
6 **B. Budget CIP Projects for 2018-2019**

7 1. Little Log Church: Moore reported the Little Log Church approved the same budget
8 as they received in FY17-18. Moore added the CIP for repairing the south wall would be
9 substantial. Moore explained they had received the Pincus Report on the building
10 condition, and Pincus was recommending a full restoration. Moore believed there were
11 two other options, which he will discuss with the City Manager. Moore noted Manager
12 Beaucaire is working on an RFP for a project manager for the 501 Building and was
13 including this wall repair as part of that request.

14
15 2. Commons Building: Moore explained he made slight adjustments to the FY17-18
16 budget to estimate the FY18-19 budget based on reviewing YTD expenses. He noted
17 small increases in general fund support, visitors amenities support, allocated labor, and
18 insurance. Moore indicated the “Building and land maintenance” item should be
19 changed from \$12,000 to \$20,000, noting Manager Beaucaire had recently learned it
20 was standard practice to allocate \$3.50 per square foot for maintenance. Moore stated
21 this amount could be increased each year until reaching that \$3.50 per square foot
22 level.

23
24 Hempen asked when Hoen would have estimates to address the fire code issues. Hoen
25 hoped to have numbers by mid-March. Moore added that a decision needs to be made
26 as to whether the fire alarm would be an operational or a capital expense. Hempen
27 asked if Visitors Amenities Funds could be used for the fire code issues. Moore
28 indicated 25:75 is the current ratio for Visitors Amenities to City allocations for the
29 Commons.

30
31 Bass asked what falls under “Materials and services other.” Moore indicated \$205 was
32 spent last year, so \$500 still seemed reasonable.

33
34 3. Trails: Moore noted the fitness trails are part of the Parks and Commons CIP. Moore
35 highlighted the \$5,000 item for the new Amanda Trails Bridge, noting there will be
36 grants, State Parks funding, and FEMA money for this project. Moore noted the City is
37 not required to contribute. Shrock asked about the \$200 for the Ivy Pull, and Langley
38 speculated it was for refreshments.

39
40 4. Parks and Commons: Moore noted he included both the FY18-19 and FY19-20
41 budgets. He noted the \$35,000 for the roof in FY19-20 should be added to FY18-19 so
42 the roof is redone can be completed in FY18-19.
43 Moore noted there is currently one portal per year in the CIPs. Rieseck estimated portal
44 costs to \$14,500 for the next two fiscal years, so the \$22,500 should be changed to

1 \$14,500 for FY18-19 and FY19-20. Commissioners were not aware what the \$13,000
2 for Community garden was for. Shrock clarified it was not for the 2nd St Garden. No one
3 present knew the needs for the 7th St Garden. Valentine suggested Joanne Kittel might
4 have knowledge of plans. Moore found a reference for \$13,000 in the Parks Master
5 Plan for putting in a garden. Commissioners indicated they were in agreement to push
6 the Community garden into FY19-20 but did not want to eliminate it.

7
8 Bass and Gordon reported people are asking about the fire circle so it should be done
9 sooner rather than later.

10
11 Moore noted the plan is to complete the fitness trail in FY19-20 and perhaps it would
12 make sense to include money in FY18-19 to complete it when everything else is being
13 done. Langley noted Ron and Lauralee Brean are shepherding the fitness trail and
14 suggested talking to them about their plans for timing.

15
16 Moore asked if \$21,000 was too high for the fitness trail. Langley and Wally Orchard
17 were not certain what contained in "Phase II." Commissioners agreed to keep the
18 amount at \$21,000.

19
20 Moore summarized the changes. Bass suggested boosting the second entry portal to
21 \$15,000 instead of \$14,500.

22
23 Changes to the numbers presented by Moore:

- 24 1. Commons: increase Building and land maintenance from \$12,000 to \$20,000
- 25 2. Parks and Commons CIP: defer \$13,000 for Community garden to FY19-20
- 26 3. Parks and Commons CIP: reduce first entry portal to \$14,500
- 27 4. Parks and Commons CIP: reduce second entry portal to \$15,000
- 28 5. Parks and Commons CIP: move \$35,000 for new roof from FY19-20 to FY18-19
- 29 6. Parks and Commons CIP: move \$21,000 for fitness trail from FY19-20 to FY18-
30 19

31
32 Gordon moved to approve the CIP budgets for FY18-19 and FY19-20 as amended: Aye
33 -7; No -0.

34 35 **C. Marquis sign in front of commons**

36 Moore stated it would be ideal for the Facilities Manager to have a digital sign that could
37 be programmed from the inside. Hoen stated she is content with the current system,
38 especially if she gets new letters, a letter holder, and some paint on the sign. Anderson
39 gave an update on what is happening with the Planning Commission concerning digital
40 signs. Anderson noted momentum is toward not allowing digital signs. Johnson asked
41 if the current sign could be replaced. Moore asked Commissioners to research ideas for
42 a marquis sign for a future year.

43 44 **D. Commons pricing and policy changes**

1 Moore explained the Council had an issue with the 15 person limit for Room 3 free use
2 and wanted to see that number increased to 25. Moore noted Councilors had concerns
3 about deposits. Moore noted the City has not been collecting deposits on repeat groups
4 as there was an assumption these groups did not do damage. Hoen noted there was
5 damage from the Agate Festival and mess and trash were left after the Crab Feed.
6 Moore explained the Council expressed concern that the waiver was an unwritten
7 policy.

8
9 Johnson believed they should charge the deposit fee for all groups. Hoen noted there is
10 complacency on the part of renters who have not been placing deposits or paying for
11 damages and cleaning. Shrock believed it was a good business policy to charge the
12 deposit for all groups. Bass noted the commission has been working to eliminate
13 waivers.

14
15 Moore noted Clerk Jackson has not been charging a deposit for memorial services.
16 Gordon or Shrock indicated there is a community aspect to these events.

17
18 Hoen indicated she would create a checklist of what groups needed to complete to get
19 their full deposits back. Hoen added she would document any damages done.

20
21 Moore cited Resolution 209 from 1991 that specified the Friends of the Commons and
22 any other group that raises money expressly for the benefit of the Commons or other
23 Yachats properties would not be charged use fees. He noted the Friends of the
24 Commons, the Friends of the Library, and YYFAP fall under this description.

25
26 Gordon moved to approve changes to the rental policy of increasing community use
27 size for Room 3 from 15 to 25; to waive fees for the Friends of the Library, the Friends
28 of the Commons and YYFAP; and to not require a deposit for memorial services: Aye –
29 7; No – 0.

30 31 **IV. Other Business**

32 **A. From the Commission** - none

33 **B. From the floor**

34 Langley asserted that the cars parked in front of commons would block whatever
35 improvements are made by the sidewalks.

36
37 With no further business to discuss, Moore adjourned the meeting at 4:39 pm.

38
39
40
41
42 _____
Chair W. John Moore

Date

43
44 Minutes prepared by H.H. Anderson, March 5, 2018

Parks and Commons – CIP projects for 2018-2019

At the present time, we have the following projects budgeted for 2018-2019

New roof for the Commons	\$ 30,000
Community garden	\$ 13,000
First entry portal	\$ 22,500
Fire circle	\$ 5,000
Native American court	\$ 5,000
Main entry improvements	\$ 26,000
Total:	\$ 101,500

At the present time, we have the following projects budgeted for 2019-2020

Fitness trail	\$ 21,000
New roof	\$ 35,000
Balance of list – not prioritized	\$ 10,000
2 nd Entry portal	\$ 22,500
YYFAP Courtyard	\$ 26,000
Total:	\$ 95,500

The Commons needs a new roof, and the \$35,000 reserved in 2019-2020 should be moved to 2018-2019 to have \$ 65,000 reserved in 2018-2019.

Should the Fitness trail be moved into 2018-2019 to complete that along with the fire circle, Native American Court, and the first entry portal?

LLC&M Budget

Revenues:

Rents or Fees	\$ 2,000
Gifts and donations	\$ 1,000
Total external revenue:	\$ 3,000
General Fund support (25%)	\$ 2,600
Visitor Amenities support (75%)	\$ 7,800
Total internal support:	\$ 10,400
Total Revenue:	\$ 13,400

Expenses:

Marketing / Road sign	\$ 200
Insurance	\$ 1,000
Office phone /cell / DSL	\$ 700
Office utilities	\$ 1,400
Building or land maintenance	\$ 500
Inventory purchases	\$ 1,000
Park / grounds maintenance	\$ 3,000
Equipment & furnishings	\$ 500
Materials and Services – other	\$ 500
Total expenses:	\$ 8,800
Interfund transfer – Capital reserve	\$ 4,600

The board of the LLC&M asked to have the same budget approved for 2018-2019

Their CIP budget this year only allocates \$ 35,000 for replacement of the South wall. This will no doubt need to be increased when we finally get an estimate for the work required.

Commons Building Budget

	2017-2018	2018-2019
Rents or fees	\$ 22,000	\$ 22,000
City Hall rental income	\$ 17,800	\$ 17,800
Total external revenue:	\$ 39,800	\$ 39,800
General Fund support (75%)	\$ 71,500	\$ 75,000
Visitor Amenities Support (25%)	\$ 23,800	\$ 25,000
Total Internal support:	\$ 95,300	\$ 100,000
Expenses:		
Allocated labor	\$ 31,400	\$ 40,500
Insurance	\$ 4,500	\$ 5,500
Office materials / supplies	\$ 400	\$ 250
Office phone/cell/DSL	\$ 2,800	\$ 1,500
Office utilities	\$ 6,500	\$ 5,000
Professional services	\$ 36,000	\$ 36,000
Tools & Small equipment	\$ 500	\$ 500
Building or land maintenance	\$ 14,000	\$ 12,000
Custodial support/supply	\$ 11,500	\$ 14,500
Materials and services Other	\$ 500	\$ 500
Total expenses:	\$ 108,100	\$ 116,250
Internal transfer – Capital reserves	\$ 27,000	\$ 23,550

Trails Committee Budget for 2018-2019

Tools acquisition / replacement	\$ 1,000
Wetland park restoration	\$ 200
Develop Commons loop trail (contract & labor)	\$ 1,500
GBP Trail maintenance / repair	\$ 500
Ya'Xaik maintenance / repair	\$ 500
Amanda trail maintenance / repair	\$ 500
La De Da handouts	\$ 150
Safety / First Aid	\$ 200
National Trails Day	\$ 400
804 Trail ivy pull	\$ 200
NYD Peace Hike	\$ 500
PR – printing, etc	\$ 250
Permanent outdoor trail maps/signs	\$ 3,000
Trails conferences registrations	\$ 1,450
Conferences accommodations	\$ 2,000
Conferences travel	\$ 1,200
Volunteer snacks (20 events @ \$20)	\$ 400
Travel by road	\$ 300
Recreation / Evacuation trail to new fire station	\$ 5,000
New Amanda Bridge Construction (contribution)	\$ 5,000
 Total:	 \$ 24,250

FEB 2018

Yachats Commons Rental Pricing Policy

Standard Use

- For-profit events

Private Use

- Events with restricted access (i.e., reunions, receptions, birthdays, anniversaries)
- All other uses not covered in the descriptions above

Non Profit Use

- Use by 501©3 non-profit organizations (i.e., STEM, Polly Plumb Productions, One of Us)
- Fund-raising event to benefit a community member in need
- Use by service clubs and organizations involving a collection of money (i.e., Ladies Club, Lions Club)

Community Use

- Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups up to **25** people at no charge.

Waiver of Rental Fees

- Any government or tax-supported governmental agency will not be charged for meeting time
- Friends of the Yachats Commons will not be charged for meeting or events time, but any group they might sponsor or take under their umbrella for insurance purposes would pay for their room rental charges
- View The Future would not be charged for meeting time
- **Friends of the Yachats Library will not be charged for their annual book sale**
- **YYFAP will not be charged for their events and activities**

By Donation

- Small community groups that collect a cash donation for use of the facility for exercise, tai chi, yoga, art, music will forward the cash to Friends of the Commons for insurance

Fees For the 501 Building

- If tenant chooses to rent the entire building, the fee will be the same as the multi-purpose room
- If tenant chooses a room in the Commons that is already rented, they may use a portion of the 501 Building, but will be charged the same amount as that room would have cost them instead of paying for the entire building

Deposit Required

- \$100 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.
- If reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.
- **A deposit will not be charged for memorial services, or for groups that rent the facility on a regular basis, year after year.**

Set-Up or Practice Time

- No charge for setup time after 5:00 p.m. the day prior to the event
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Revised February 15, 2018

Pricing to be effective March 1, 2018

YACHATS COMMONS RENTAL RATES

SPACE	Standard	Private	Non-Profit
Mtg rms 5, 8	\$ 36.00/hour \$180.00/day	\$ 18.00/hour \$ 90.00/day	\$ 9.00/hour \$ 45.00/day
Mtg room 3	\$ 24.00/hour \$120.00/day	\$ 12.00/hour \$ 60.00/day	\$ 6.00/hour \$ 30.00/day
Multipurpose Room	\$60.00/hour \$300.00/day	\$ 30.00/hour \$150.00/day	\$ 15.00/hour \$ 70.00/day
501 Building	Same as Multipurpose room – see Rental Pricing Policy		
Enclosed picnic Shelter	\$36.00/hour \$120.00/day	\$ 18.00/hour \$ 60.00/day	\$ 9.00/hour \$ 30.00/day
Kitchen	\$200.00/day \$100.00/ ½ day	\$100.00/day \$ 50.00/ ½ day	\$ 50.00/day \$ 25.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	\$20.00	\$10.00	\$5.00
Grand piano	\$100.00/day	\$50.00/day	\$25.00/day

Equipment

Rate

Portable sound system
(Includes small speaker & microphone)

\$ 15.00

Pipe and Drape system

\$ 100.00

May only be used in the Commons Building or the 501 Building – not to be taken off site

Community Use: Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

NOTE: Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-purpose room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of room 1 (the audience side of the room) can also be rented at the same rate as room 3.

Equipment only rental (off-site)

Black chairs	\$ 2.50/chair
Folding chairs	\$ 1.50/chair
Folding tables	\$ 5.00/table
(5' Round or 6' & 8' Rectangular)	

RESECK

I looked at the "dangerous" curb again this morning. I believe there are 2 solutions prior to considering a fence. Fences are expensive, relatively permanent, and often ugly. IMHO a fence is also an emotionally wrong (even-if-subliminal) message for welcoming the community to our City Hall, especially the main entrance. I've attached a diagram that illustrates two options:

A. Overlay the drop-off with decent soil, bring it up to walk-level and plant grass seed. It will be an eyesore for several months while the lawn heals but will be suitable by June. Minimum cost, once-established maintenance will remain the same as the current grass.

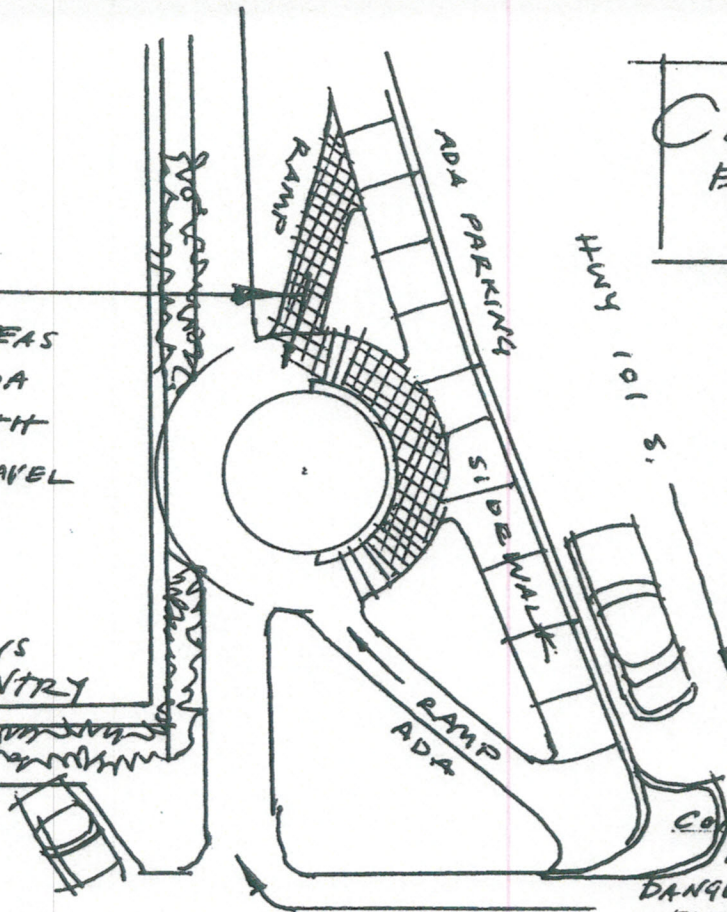
B. Excavate a planting strip, plant a shrub row of up-right evergreen plantings. The eventual height and created border will discourage pedestrians from the edge and provide a safer barrier condition. This will require excavation, soil removal, plants and mulch. Long-term this planting bed will require weeding and care.

Both options preserve our ability to move forward with finishing the entry. The East Entry can be quite elegant. Access from the north is convoluted and will only become more necessary as we grow. Our CBD Central Business District can only grow north as illustrated by Dollar General and our available zoning. An ADA ramp from that direction helps members in-and-out of the Commons readily accessing our new parking! Meaning, funding and installing a fence are efforts and resources that might be directed toward simply getting the ramps and walks completed.

COMMONS EAST ENTRY WALK & ACCESS OPTIONS

SHADED AREAS
WILL PROVIDE ADA
ACCESS TO NORTH
AND DIRECT TRAVEL
TO PARKING.

COMMONS
EAST ENTRY



COMPLETED FUTURE
ENTRY ELIMINATES
DANGEROUS DRIVE-THRU
EXCEPT FOR EVENT LOADING.

A. OPTION CREATES SAFE
BUT MINIMUM BARRIER.
MAINTENANCE SAME (MOWING) AS
EXISTING LAWN.

ADD SOIL TO
LEVEL WITH NEW
WALK & PLANT GRASS.

B. OPTION CREATES SAFE, LARGER
BARRIER, REQUIRES
SHRUBS, MULCH-BED, WEEDING.

EXCAVATE TO
CREATE PLANTING BED,
THEN PLANT BORDER SHRUB.

CASI CHIKI

NEW TRELLIS(S)
TO MATCH EXISTING

EXISTING
KIOSK

INTERPRETIVE PANEL
AND SEATING

EXISTING
COVERED PAVILION

E.V. PARKING

SEATING

FIRE

FIRE PIT &
GATHERING SPACE

TRAIL ACCESS TO NETLANDS

PIRENT

NORTH

7/24/11
126
150
270
300

East Entry to Common's Park - Cost & Tasks 2018

Assumptions:

1. East Entry is a sub-project of the General Plan. The East Entry has 2 sheltering arbors with crushed stone pathways.
2. For continuity, new arbors are similar in size and design to the existing Kids-Play area Arbor. None of the concrete flatwork is anticipate at-this-time.
3. Projected tasks and costs assume there is a mix of contracted labor, volunteer labor and reasonable contributions of city staff equipment (tbd) and labor.
4. It is assumed all construction will incorporate ADA requirements and cultural resources as necessary.

Tasks:

1. Review Plan Drawings and Budget
2. Conduct existing drawings and site review for utilities, call locate. Any existing site reviewed to determine avoidance or mitigation.
3. Measure and Stake site perimeter and locations of horizontal and vertical structures.
4. Clearing, grading and site prep —requires front-end loader —requires: 1-3 dump truck loads for debris.
5. Drill and place vertical (pole) up-rights, place concrete and temp staking. (drill by PUD truck or rental, concrete by contract.
6. Place crushed stone on horizontal surfaces. (place and grade by staff, or contract, stone delivery by contract.)
7. Cut, fit and fasten over-head wood beams and crossmembers.
8. Reir-fit existing kiosk for pass through.
9. Place posts (drill and concrete) for perimeter fencing.
10. Finish wood cuts and sizing, assemble pickets.

Sub-Total Tasks

Materials:

- Poles cut-to-size (concrete by truck)
- Wood Drills, Saw Blades, Fasteners, Stakes, Bracing
- Arbor lumber
- Fence Posts
- Fence Lumber
- Crushed stone
- Benches, Interpretive Signs
- Rental - Required for Drilling Fence

Sub-Total Materials

Total

Time:	Responsibilities:	Cost:
2h	Comission, D. Rieseck and City Staff	
2h	D. Rieseck and City Staff	
4h	D. Rieseck	
8h	City Staff and contract	604
24h	D. Rieseck, contract and PUD	960
8h	City Staff and contract	320
40h	contract	1600
8h	contract	320
16h	D. Rieseck and contract x 2	1280
24h	contract	960
		\$ 6,044

800	
800	
2600	
500	
1700	
1200	
tbd	
700	
\$8,300.00	
\$14,344.00	

To: Parks & Commons Commission

From: City Manager

Date: January 18, 2018

PWD Notes:

- We need authorization for replacing glass for the 501 building door. We have a quote for laminated & tempered. I believe tempered is the glass that is in place now and I would recommend staying with what is currently in the other doors. I will be investigating if our insurance policy will cover this cost.
 - **Quote from Newport Glass:**

25 1/2" x 68 1/2" 3/8" laminated \$250.53
2 hours labor x \$160.00=\$320.00
total with labor and laminated = \$570.53

25 1/2" x 68 1/2" 3/8" tempered =\$169.86
2 hours labor x \$160.00=\$320.00
total with labor and tempered glass =\$489.86

Call me if you have any questions does take about 10 days to receive the temper.
- 501 Pole Lights
 - For the short term we have ordered 5 replacement bulbs for the existing pole lights. They will cost approximately \$30 each plus the electrician time to install & will be completed in the next week or two.
 - For longer term, there is a quote attached with two options. First, to retrofit the existing lights to LED to save costs and the second to replace the existing lights on the outside poles to match the new street lights in LED. It would be nice to make the pole heads match the ones on the street to begin to encourage a consistent look, as well as, convert them to LED.
 - **Good News:** The electrician was able to use our bucket truck to do the estimate, saving us a \$500 fee for bringing their own.
- Step lighting
 - Do you recommend authorizing \$380 to provide the desired step lighting between the Commons in the parking lot?

Insurance:

- I have spoken with our Insurance carrier, the agent working as our Risk Manager, and our City Attorney.
- **Recreational Immunity:** For the Commons, recreational immunity does not come into play. Recreational immunity applies to outdoor areas, such as parks, campgrounds, and playgrounds. It does not apply to government owned buildings where indoor recreational activities take place.
- **Insurance Requirement:**
 - 1) So, that means insurance is the way to cover liabilities. The City is insured in terms of both personnel liability and property liability. The question is whether persons using your facilities are insured. Requiring users to have insurance is partly for the City's benefit, but it is also for the persons using the City facility. For example, if you have someone teaching a yoga class, and someone gets injured doing a certain exercise that was beyond their ability, the teacher will get sued. The City may get sued too, but we have insurance. The teacher is the one without insurance and the teacher is the one that will lose their house if they get taken to court and found liable. So, requiring insurance is really for the benefit of the teachers and participants of the events. It gives the teacher protection, and it gives the participants somewhere to file claims if something happens.
 - 2) We cannot purchase an additional rider to cover users of the Commons – either by-donation classes or other users.
 - 3) I was also reminded that, in addition to the above, if we choose not to require insurance that:
 - A) we are likely to see a premium increase because we are not following the best practices established by the Insurance Company, and
 - B) we are part of an insurance pool and we need to recognize that our decisions do impact the entire pool. CIS (our insurance carrier) encourages best practices because if everyone follows them, then they can offer lower rates. If anyone in the pool decides to not follow the best practices then it results in higher premiums for all pool members ("Group think")

RC & H JR LLC dba:

DOUG'S ELECTRIC

1116 S. W. 9th Street
PH: (541) 265-8630

Newport, Oregon 97365
FAX: (541) 265-2723

CCB #170053

January 10, 2018

PROPOSAL/CONTRACT #503194

CITY OF YACHATS
P.O. BOX 345
YACHATS, OR 97498

WORK LOCATION: POLE LIGHTS
OLD BANK BLDG

Scope of work to be performed:

TO REPLACE EXISTING LIGHTS ON OUTSIDE POLES AT THE OLD BANK BUILDING WITH LIGHT FIXTURE SIMILAR TO NEW STREET LIGHT IN LED TYPE.

The above scope of work to include material and labor for the amount of: \$9,205.00

Nine thousand two hundred five dollars and no cents

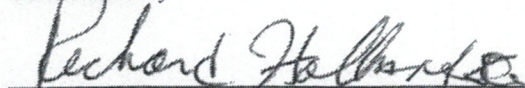
All work to be completed in a workman like manner according to standard practices (including permits when necessary). Any alteration or deviation from the above scope of work involving extra costs will become an extra charge above and beyond this proposal. This proposal is valid for thirty days from the above date.

Acceptance of Proposal: By signing this document you acknowledge the prices, specifications and conditions are satisfactory & hereby accepted. Payment will be due within 15 days of billing date. A bill for time and material on work completed each month will be sent out. It is agreed that 1.5% interest will be charged on any past due balance. If collections are required, we reserve the right to collect all costs, interest charges and Attorney fees.

Scheduling & Payments: Upon receiving back a signed contract and 1/3 down payment, in the amount of \$3,069.00 we will schedule your work to be completed.

If applicable, you will receive a copy of the construction lien law at the time this proposal is accepted.

Submitted,



Richard Holland Jr. Member: RC & H JR LLC

Accepted/Signature

Date

Warranties for products installed are that of the manufacture. Labor warranty is one year from date of installation.

Licensed~~Bonded~~Insured

RC & H JR LLC dba:

DOUG'S ELECTRIC

1116 S. W. 9th Street
PH: (541) 265-8630

Newport, Oregon 97365
FAX: (541) 265-2723

CCB #170053

January 10, 2018

PROPOSAL/CONTRACT #503195

CITY OF YACHATS
P.O. BOX 345
YACHATS, OR 97498

WORK LOCATION: POLE LIGHTS
OLD BANK BLDG

Scope of work to be performed:

TO REPLACE EXISTING OUTSIDE LIGHTS ON POLE AT OLD BANK BUILDING WITH SAME TYPE IN LED.

The above scope of work to include material and labor for the amount of: \$5,339.00

Five thousand three hundred thirty nine dollars and no cents

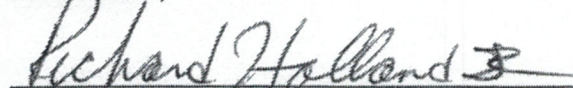
All work to be completed in a workman like manner according to standard practices (including permits when necessary). Any alteration or deviation from the above scope of work involving extra costs will become an extra charge above and beyond this proposal. This proposal is valid for thirty days from the above date.

Acceptance of Proposal: By signing this document you acknowledge the prices, specifications and conditions are satisfactory & hereby accepted. Payment will be due within 15 days of billing date. A bill for time and material on work completed each month will be sent out. It is agreed that 1.5% interest will be charged on any past due balance. If collections are required, we reserve the right to collect all costs, interest charges and Attorney fees.

Scheduling & Payments: Upon receiving back a signed contract and 1/3 down payment, in the amount of \$1,780.00 we will schedule your work to be completed.

If applicable, you will receive a copy of the construction lien law at the time this proposal is accepted.

Submitted,



Richard Holland Jr. Member: RC & H JR LLC

Accepted/Signature

Date

Warranties for products installed are that of the manufacture. Labor warranty is one year from date of installation.

Licensed~~Bonded~~Insured

URBAN SERIES

URBAN LUMINAIRE

Cat.#

Job

Type



BEACON
Day on performance today - tomorrow

Approvals

SPECIFICATIONS

Intended Use:

The Beacon Urban luminaire is available with a choice of different LED wattage configurations, shapes, sizes and optical distributions designed to replace HID lighting up to 400W MH or HPS.

Construction:

- The drivers shall be located in the top cast housing and shall be accessible without tools by hinging the lower shade assembly. The driver and all electrical components shall be on a tray.
- The lower shade shall be made from a one-piece aluminum spinning.
- The housing is designed for LED thermal management without the use of metallic screens, cages, or fans. The top casting shall be able to be pendent mounted in place with a stainless steel safety pin and then permanently held in place with four stainless steel bolts.

Electrical:

- 100V through 277V, 50 Hz to 60 Hz (UNV), or 347V or 480V input.
- Power factor is ≥ 0.90 at full load.
- Dimming drivers are standard with connections for external dimming equipment available upon request.
- Component-to-component wiring within the luminaire may carry no more than 80% of rated load and is listed by UL for use at 600VAC at 50°C or higher.
- Plug disconnects are listed by UL for use at 600 VAC, 13A or higher. 13A rating applies to primary (AC) side only.
- Fixture electrical compartment shall contain all LED driver components.
- Button photocell available.
- Ambient operating temperature -40°C to 40°C
- Surge protection - 20KA.
- LifesShield™ Circuit - protects luminaire from excessive temperature. The device shall activate at a specific, factory-preset temperature, and progressively reduce power over a finite temperature range. A luminaire equipped with the device may be reliably operated in any ambient temperature up to 55°C (131°F). Operation shall be smooth and undetectable to the eye. Thermal circuit is designed to "fail on", allowing the luminaire to revert to full power in the event of an interruption of its power supply, or faulty wiring connection to the drivers. The device shall be able to co-exist with other 0-10V control devices (occupancy sensors, external dimmers, etc.).

Controls/Options:

- Available with Energeni for optional set dimming, timed dimming with simple delay, or timed dimming based on time of night visit:
www.beaconproducts.com/products/energeni
- Urban can be specified with SiteSync™ wireless control system for reduction in energy and maintenance cost while optimizing light quality 24/7. See ordering information or visit:
www.hubbellighting.com/products/sitesync/ for more details

Finish:

- IFS polyester powder-coat electrostatically applied and thermocured.
- IFS finish consists of a five stage pretreatment regimen with a polymer primer sealer and top coated with a thermoset super TGIC polyester powder coat finish.
- The finish meets the AAMA 605.2 performance specification which includes passing a 3000 hour salt spray test for corrosion resistance and resists cracking or loss of adhesion per ASTM D522 and resists surface impacts of up to 160 inch-pounds.

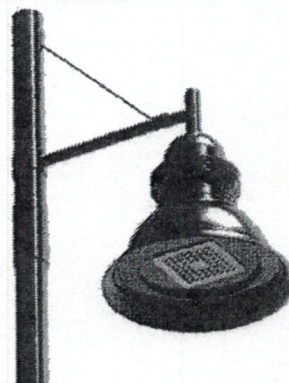
Certifications:

- DesignLights Consortium (DLC) qualified, consult DLC website for more details: <http://www.designlights.org/QPL>
- NRTL Certified, UL8750, UL 1598 and CSA22.2#250, 13-14 for wet locations
- IDA approved
- This product is approved by the Florida Fish and Wildlife Conservation Commission. Separate spec available at <http://www.beaconproducts.com/products/urban>

Warranty:

Five year limited warranty for more information visit:
www.hubbellighting.com/resources/warranty

PRODUCT IMAGE(S)



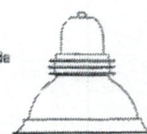
Shown with arm



Shown with SiteSync™

STYLES

CAP - Round Shade



21 3/4"



18 3/4"

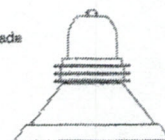
26" - CAP

21" - CAP

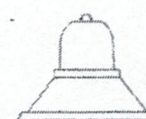
Shown with optional 3RNV rings
EPA: 1.39 ft²
40 lbs

EPA: 1.04 ft²
35 lbs

MRDS - Deep Shade



21"



17 9/10"

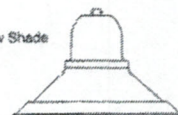
26" - MRDS

21" - MRDS

Shown with optional 3RNV rings
EPA: 1.25 ft²
40 lbs

EPA: 1.00 ft²
35 lbs

MRSS - Shallow Shade

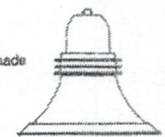


18"

26" - MRSS

EPA: 1.17 ft²
40 lbs

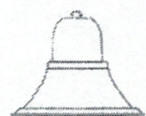
MAR - Curved Shade



21 3/10"

26" - MAR

Shown with optional 3RNV rings
EPA: 1.25 ft²
40 lbs



21" - MAR

EPA: 1.00 ft²
35 lbs

CERTIFICATIONS/LISTINGS



C US



*300K and warmer CCTs only



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HUBBELL
Lighting

ORDERING INFORMATION ORDERING EXAMPLE: URB/CAP21/36NB-80/5K/UNV/T4/SWP/NNRW/BBT

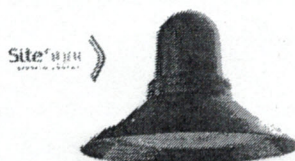
URB	MRDS21	48NB-110	4K	UNV			NRNW	MBT
MODEL	SERIES	LED COLOR ¹	VOLTAGE	ELECTRICAL OPTIONS	STYLE	FINISH	SENSOR OPTION	
URB Urban	CAP-21 21" Capitol	3K 3000K	UNV 120-277V	PEC-120 button, 120V	NRNW No rings	BBT basic black textured		
	MRDS-21 21" Miramar deep shade	4K 4000K	347V 347V	PEC-208 button, 208V	3RNW Three rings	BMT black matte textured		
	MAR-21 21" Maritas	5K 5000K	480V 480V	PEC-240 button, 240V		WHT white textured		
	CAP-26 26" Capitol			PEC-277 button, 277V		MBT metallic bronze textured		
	MRSS-26 26" Miramar shallow shade					BZT bronze textured		
	MRDS-26 26" Miramar deep shade					DBT dark bronze textured		
	MAR-26 26" Maritas					GYS gray smooth		
						DPS dark platinum smooth		
						GNT green textured		
						MST metallic silver textured		
						MTT metallic titanium textured		
						OWI old world iron		
						RAL		
ENGINE-WATTS		OPTICS ²		CONTROL OPTIONS				
24NB-27 27W, LED array	T1 type I	GENI-XX ⁵ energeni						
24NB-55 55W, LED array	T2 type II	SWP ^{3,4} SiteSync Wireless Pre-Commission						
36NB-80 80W, LED array	T3 type III							
48NB-110 ¹ 110W, LED array	T4 type IV							
60NB-136 ¹ 136W, LED array	T4BLC type IV, backlight control							
	T5R type V, rectangular							
	T5QM type V, square medium							
	T5W type V, round wide							

¹ 26" only
² To rotate optics Left or Right 60 degrees, specify L or R after the optical distribution example: T4L.
³ Must specify group and zone information at time of order. See www.hubbellighting.com/controls/sitesync for further details.
⁴ Not available with other control or sensor options.
⁵ When ordering Energini, specify the routine setting code (Example GENI-04). See Energini brochure and instructions for setting table and options. Not available with sensor options.
⁶ Specify time delay, dimming level and mounting height.
⁷ This product is approved by the Florida Fish and Wildlife Conservation Commission. Separate spec available at http://cdn.beaconproducts.com/content/products/specs/specs_files/Geni_LED_spec_sheet_birds.pdf

PRECOMMISSIONED SITESYNC ORDERING INFORMATION: When ordering a fixture with the SiteSync lighting control option, additional information will be required to complete the order. The SiteSync Commissioning Form or alternate schedule information must be completed. This form includes Project location, Group information, and Operating schedules. For more detailed information please visit www.hubbellighting.com/products/sitesync/ or contact Hubbell Lighting tech support at (800) 345-4028.

SiteSync fixtures with Motion control (SWPM) require the mounting height of the fixture for selection of the lens.

Examples: URB/CAP-26/60NB-136/3K/UNV/T5QM/SWP/NNRW/BBT SiteSync only
 URB/CAP-26/60NB-136/3K/UNV/T5QM/SWP-20/NNRW/BBT SiteSync with Motion Control



SiteSync Lighting Control is available from our most popular brands in a broad range of award-winning product families.

Accessories and Services (Ordered Separately)

Catalog Number	Description
SWUSB ^{3,4}	SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node.
SWTAB ^{3,4}	Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.
SWBRG ⁵	SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.

³ When ordering SiteSync at least one of these two interface options must be ordered per project.
⁴ If needed, an additional Bridge Node can be ordered.

ELECTRICAL DATA

# OF LEDS	NUMBER OF DRIVERS	DRIVE CURRENT (mA)	INPUT VOLTAGE (V)	SYSTEM POWER (w)	CURRENT (Amps)
24	1	350mA	120	27	0.2
			277		0.1
			347		0.1
			480		0.1
24	2	700 mA	120	55	0.5
			277		0.2
			347		0.2
			480		0.1
36	1	700 mA	120	80	0.7
			277		0.3
			347		0.2
			480		0.2
48	1	700 mA	120	110	0.9
			277		0.4
			347		0.3
			480		0.2
60	1	700 mA	120	136	1.1
			277		0.5
			347		0.4
			480		0.3

PROJECTED LUMEN MAINTENANCE

AMBIENT TEMP.	0	25,000	50,000	TM-21-11	100,000	Calculated L70 (HOURS)
25°C / 77°F	1.00	0.97	0.95	0.95	0.92	>470,000

¹ Projected per IESNA TM-21-11
 Data references the extrapolated performance projections for the base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

AMBIENT TEMPERATURE		LUMEN MULTIPLIER
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	0.98
40°C	104°F	0.98

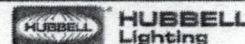
Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).



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Yachats Commons Rental Pricing Policy

Standard Use

- For-profit events

Private Use

- Events with restricted access (i.e., reunions, receptions, birthdays, anniversaries)
- All other uses not covered in the descriptions above

Non Profit Use

- Use by 501©3 non-profit organizations (i.e., STEM, Polly Plumb Productions, One of Us)
- Fund-raising event to benefit a community member in need
- Use by service clubs and organizations involving a collection of money (i.e., Ladies Club, Lions Club)

Community Use

- Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups up to 15 people at no charge.

Waiver of Rental Fees

- Any government or tax-supported governmental agency will not be charged for meeting time
- Friends of the Yachats Commons will not be charged for meeting or events time, but any group they might sponsor or take under their umbrella for insurance purposes would pay for their room rental charges
- View The Future would not be charged for meeting time

By Donation

- Small community groups that collect a cash donation for use of the facility for exercise, tai chi, yoga, art, music will forward the cash to Friends of the Commons for insurance

Fees For the 501 Building

- If tenant chooses to rent the entire building, the fee will be the same as the multi-purpose room
- If tenant chooses a room in the Commons that is already rented, they may use a portion of the 501 Building, but will be charged the same amount as that room would have cost them instead of paying for the entire building

Deposit Required

- \$100 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.
- If reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

Set-Up or Practice Time

- No charge if the room is not reserved and practice can be moved to another venue
- If the room is not usable by another tenant, then half-rent will be charged for that day.
- From Memorial Day weekend through September 30 of each year, there would not be a setup charge if access is not needed until after 5:00 p.m. the day prior to the event. All additional time required for setup would be charged at the full rate.

Revised January 18, 2018

Pricing to be effective March 1, 2018

YACHATS COMMONS RENTAL RATES

SPACE	Standard	Private	Non-Profit
Mtg rms 5, 8	\$ 36.00/hour \$180.00/day	\$ 18.00/hour \$ 90.00/day	\$ 9.00/hour \$ 45.00/day
Mtg room 3	\$ 24.00/hour \$120.00/day	\$ 12.00/hour \$ 60.00/day	\$ 6.00/hour \$ 30.00/day
Multipurpose Room	\$60.00/hour \$300.00/day	\$ 30.00/hour \$150.00/day	\$ 15.00/hour \$ 70.00/day
501 Building	Same as Multipurpose room – see Rental Pricing Policy		
Enclosed picnic Shelter	\$36.00/hour \$120.00/day	\$ 18.00/hour \$ 60.00/day	\$ 9.00/hour \$ 30.00/day
Kitchen	\$200.00/day \$100.00/ ½ day	\$100.00/day \$ 50.00/ ½ day	\$ 50.00/day \$ 25.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	\$20.00	\$10.00	\$5.00
Grand piano	\$100.00/day	\$50.00/day	\$25.00/day

Equipment

Rate

Portable sound system \$ 15.00
(Includes small speaker & microphone)

Pipe and Drape system \$ 100.00

May only be used in the Commons Building or the 501 Building – not to be taken off site

Community Use: Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 15 people at no charge.

NOTE: Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-purpose room, Room 8, Kitchen, and Room 3 that need additional space, Room 7 and half of room 1 (the audience side of the room) can also be rented at the same rate as room 3.

Equipment only rental (off-site)

Black chairs	\$ 2.50/chair
Folding chairs	\$ 1.50/chair
Folding tables	\$ 5.00/table
(5'Round or 6' & 8' Rectangular)	