

1. Agenda

Documents:

[2019-02-21_PC_AGENDA.PDF.PDF](#)

2. Meeting Materials

Documents:

[FINANCILA REPORT - 2-21-2019.PDF](#)

[FM REPORT - 2-21-2019.PDF](#)

[LANGLEY MEMO - 2-21-2019.PDF](#)

[OVERVIEW AMENDMENT - 2-21-2019.PDF](#)

[P AND C MINUTES - 2-21-2019.PDF](#)

[TRAILS BUDGET - 2-21-2019.PDF](#)

[TRAILS REPORT FEB 2019 - 2-21-2019.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, February 21, 2019 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of January 17, 2019
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Year to date Revenues and Expenses
- IV. Business
 - A. Trails Budget for FY 19/20
 - B. Little Log Church & Museum Budget for FY 10/20
 - C. General review and update of Parks & Commons Commission project overviews
 - D. Discussion on Goals for upcoming year
- V. Other Business
 - A. From Commission
 - B. From the floor (5 minute limit)

Commission meets the third Thursday of each month.

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

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted: 02/19/19

2/19/19
 4:22 PM
 YIKIMMIE
 FUND-240 CITY AMENITIES
 DEPT-123 LLMC CHURCH & MUSEUM

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 1/01/19 THRU 2/15/19

PAGE 1
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE					0 0
3-30-4335	RENTS OR FEES	2,000	730.00	1,470.00	530.00	74
3-30-4460	INVENTORY SALE		46.00	194.00	194.00-	0
3-30-4480	GIFTS AND DONATIONS REVENUE	1,000 3,000	165.00 941.00	963.00 2,627.00	37.00 373.00	96 88
3-60-4860	GENERAL FUND SUPPORT	3,225		3,225.00		100
3-60-4864	VISITOR AMENITIES SUPPORT OPERATING TRANSFERS	9,675 12,900		9,675.00 12,900.00		100 100
T O T A L DEPT 123 R E V E N U E		15,900	941.00	15,527.00	373.00	98
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	2,500 2,500		1,585.70 1,585.70	914.30 914.30	63 63
5-20-5220	MARKETING/ROAD SIGN	200		184.00	16.00	92
5-20-5222	INSURANCE	1,000		708.72	291.28	71
5-20-5251	OFFICE PHONE/CELL/DSL	700	75.23	406.67	293.33	58
5-20-5252	OFFICE UTILITIES	1,400	204.84	639.02	760.98	46
5-20-5330	BUILDING OR LAND MAINTEN	500	10.40	132.16	367.84	26
5-20-5345	INVENTORY PURCHASES	1,000			1,000.00	0
5-20-5421	PARKS/GROUNDS MAINTENANCE	3,000	200.00	1,711.03	1,288.97	57
5-20-5440	EQUIPMENT AND FURNISHINGS	500			500.00	0
5-20-5490	MATERIALS/SERVICES OTHER MATERIALS AND SERVICES	500 8,800	450.00 940.47	450.00 4,231.60	50.00 4,568.40	90 48
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	4,600 4,600		4,600.00 4,600.00		100 100
	TOTAL PERSONAL SERVICES	2,500		1,585.70	914.30	63
	TOTAL MATERIAL & SERV	8,800	940.47	4,231.60	4,568.40	48
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,600		4,600.00		100
T O T A L DEPT 123 E X P E N D I T U R E		15,900	940.47	10,417.30	5,482.70	66

2/19/19
4:22 PM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
1/01/19 THRU 2/15/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE					0 0
3-30-4335	RENTS AND FEES	22,000	4,415.30	17,142.85	4,857.15	78
3-30-4460	CITY HALL RENTAL INCOME	17,800		17,800.00		100
3-30-4480	GIFTS AND DONATIONS REVENUE					0
		39,800	4,415.30	34,942.85	4,857.15	88
3-60-4860	GENERAL FUND SUPPORT	93,000		93,000.00		100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000		30,000.00		100
	OPERATING TRANSFERS	123,000		123,000.00		100
T O T A L DEPT 124 R E V E N U E		162,800	4,415.30	157,942.85	4,857.15	97
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	40,000		16,426.44	23,573.56	41
	PERSONNEL SERVICES	40,000		16,426.44	23,573.56	41
5-20-5222	INSURANCE	5,500		4,830.00	670.00	88
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	8.20	146.18	103.82	58
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.98	181.23	1,318.77	12
5-20-5252	OFFICE UTILITIES	5,000	556.61	3,013.47	1,986.53	60
5-20-5260	PROFESSIONAL SERVICES	38,000	3,000.00	21,125.00	16,875.00	56
5-20-5317	TOOLS & SMALL EQUIPMENT	550			550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	1,294.00	8,797.76	11,202.24	44
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,433.56	10,834.55	3,665.45	75
5-20-5490	MATERIALS/SERVICES OTHER	500		150.00	350.00	30
	MATERIALS AND SERVICES	85,800	6,318.35	49,078.19	36,721.81	57
5-40-7922	CAP OUT: CITY AMENITIES CAPITAL OUTLAY					0 0
5-50-5800	CONTINGENCIES	10,000			10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000		27,000.00		100
	INTERFUND TRANSFERS	27,000		27,000.00		100
	TOTAL PERSONAL SERVICES	40,000		16,426.44	23,573.56	41
	TOTAL MATERIAL & SERV	85,800	6,318.35	49,078.19	36,721.81	57
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000		27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	6,318.35	92,504.63	70,295.37	57

2/19/19
4:22 PM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
1/01/19 THRU 2/15/19

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G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS OR FEES	500			500.00	0
	REVENUE	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125		9,125.00		100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375		27,375.00		100
	OPERATING TRANSFERS	36,500		36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000		36,500.00	500.00	99
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	6,000		2,324.47	3,675.53	39
	PERSONNEL SERVICES	6,000		2,324.47	3,675.53	39
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	497.48	4,701.31	15,298.69	24
5-20-5330	BUILDING OR LAND MAINTEN	1,000		742.00	258.00	74
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	681.51	3,938.72	6,061.28	39
	MATERIALS AND SERVICES	31,000	1,178.99	9,382.03	21,617.97	30
	TOTAL PERSONAL SERVICES	6,000		2,324.47	3,675.53	39
	TOTAL MATERIAL & SERV	31,000	1,178.99	9,382.03	21,617.97	30
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		37,000	1,178.99	11,706.50	25,293.50	32
T O T A L FUND 240 R E V E N U E		215,700	5,356.30	209,969.85	5,730.15	97
	FUND PERSONAL SERVICES	48,500		20,336.61	28,163.39	42
	FUND MATERIAL & SERV	125,600	8,437.81	62,691.82	62,908.18	50
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	41,600		31,600.00	10,000.00	76
T O T A L FUND 240 E X P E N D I T U R E		215,700	8,437.81	114,628.43	101,071.57	53
	FUND PRIOR BALANCE	98,422.93				
	NET FUND BALANCE	95,341.42				
	GRAND TOTAL REVENUE	215,700	5,356.30	209,969.85	5,730.15	97
	TOTAL PERSONAL SERVICES	48,500		20,336.61	28,163.39	42
	TOTAL MATERIAL & SERV	125,600	8,437.81	62,691.82	62,908.18	50
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	41,600		31,600.00	10,000.00	76
	GRAND TOTAL EXPENDITURE	215,700	8,437.81	114,628.43	101,071.57	53
	PRIOR BALANCE	98,422.93				
	NET FUND BALANCE	95,341.42				

Facilities Manager Report

February 2019

The flooring project will resume Monday the 4th of March. I have blocked off all events until the 22nd so that there is plenty of time to finish the project. There was no asbestos found when the analysis was done on the tiles.

Famers Market is moving along nicely. I expect a preliminary plan any time now on how things will look come May.

The Honey Lovers Festival the 8th of February went well. There are just three events in March do to the flooring. Compassionate Community on the 2nd and 3rd. Then the Arts and Crafts fair the 23rd and 24 the yearly book sale the last weekend of the month.

Respectfully Submitted

Heather Hoen

From Bob Suber. 2/11/19

January 14, 2018

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.

March 15, 2018

Circle Trail Update (3/9/2018) – Lauralee wrote and submitted a grant application requesting \$3000 from the Siletz Tribal Fund to help with the purchase of exercise equipment for the Circle Trail.

April 19, 2018

Evacuation Trail: The Yachats Cemetery Board turned down the possibility of a hiking/evacuation trail through cemetery property as they do not want any ongoing public use. With another property owner (Yue) also unwilling to consider a public trail through their property, an evacuation route from King St. or Creekside to the new firehouse via the Ya'Xaik Trail is not possible.

Ridge Trail: This trail was ranked as the lowest priority last June by the Trail Leaders but, now that the evacuation trail is not possible, it is being reexamined. Our tentative plan is to invite Layne Morrill to meet with Trail Leaders to discuss a connection at a higher level through his Creekside and Fistera properties.

(Mr. Morrill has been a huge supporter of public trails, having donated both an easement and funds for the Ya'Xaik Trail.) To avoid going through the Cemetery or Yue properties, would entail procuring an easement agreement to the east of City border in the area that has been clearcut. Trail leaders will make a site visit to this area to assess the feasibility of a trail near its west border. This cannot be considered a feasible evacuation trail due to the elevation, terrain, and distance.

May 17, 2018

Oceanview Drive – Trail leaders attended the community meeting on 5/6/2018 and the Public Works & Streets Commission meeting on 5/8. Since then, we have spent considerable time developing a plan for improvement of the 804 S Trail and we are prepared to discuss it at your meeting on 5/17.

July 19, 2018

Trail map project – Wally and Bob spent a day with Daron McCaulley, a cartographer and graphic designer from Portland, who has generously volunteered to help us with the technical

Parks & Commons Commission Overview, amended

Directory

P & C Chair: John Purcell, johnpurcell49@gmail.com, 760-413-0693

P & C Directors: Linda Johnson, coastalcats@yahoo.com, 541-547-3595
Craig Berdie, cberdie@gmail.com, 612-597-5246
Scott Gordon, yatelmotel@yahoo.com, 541-547-3225
Derek Ojeda, ojedaderek@gmail.com, 541-547-4320
Mike Hempen, mlhempen1@yahoo.com, 541-547-5471
Dean Shrock, dean@deanshrock.com, 541-819-1817

City Liaison: Kimmie Jackson, Clerk II, kimmie@yachatsmail.org
Helen Anderson, City Recorder, happydogs27@gmail.com

City Manager: Shannon Beauclaire, shannon@yachatsmail.org

Facility Manager: Heather Hoen, cityhall@yachatsmail.org, 541-272-4213 (confidential)

Trails Committee: Bob Langley, Joanne Kittel, Wally Orchard, Loren Dickenson, Jan Brown

Little Log Church & Museum: Mary Crook, President, wedsea@casco.net, 541-547-4547

General

1. The Parks & Commons Commission is made up of a seven member Board with Chair.
2. Prospective Commission members submit applications to the Commission which then makes recommendations to the City Council which has the ultimate responsibility to appoint the Commission.
3. Commission members are requested to serve a four year term.
4. The Chair and Vice Chair positions are elected annually.
5. P & C meets monthly, the third Thursday of each month at 3:00 in the Commons.
6. One member of P & C is responsible to represent the Commission at the Finance Committee meeting that takes place the second Wednesday of each month at 10:00 am in the Commons.
7. The Chair is responsible to attend the Chairs Roundtable the third Friday of each month at 10:00 a.m., Commons.
8. Meeting Minutes are drafted by the City Recorder and distributed to all Directors, typically two weeks prior to the Commission meetings.
9. The agendas are drafted by the Commission Chair and submitted to Kimmie Jackson along with any other documents that need to be included in the meeting packet.
10. The Chair can submit anything of value for discussion and inclusion in the monthly packet.

Responsibilities

With some exceptions, the Parks & Commons Commission is responsible to oversee (sic) the Commons as well as the City owned and managed properties between Highway 101 and Ocean View Drive and 4th Street and 6th Street. Parks & Commons also liaison for two Committees, the Trails Committee and the Little Log Church and Museum (LLC&M). Included in the oversight responsibilities are the annual "Capital" and "Operation" budgets for P & C as well as the two Committees. Both Committees submit their budgets to Parks & Commons which are then forwarded onto the Finance Committee. The status regarding the oversight of the 501 Building, future amenities along Ocean View Drive and other pending projects are in discussion.

The Yachats Facilities Manager and the Trails Committee also submit monthly reports to the Chair which, after a cursory review, get submitted by the Chair to Clerk II as a part of the monthly P & C packet.

P & C is responsible to draft and submit the annual Parks & Commons Capital Improvement Project (CIP) budget to the City Council (Any project equal to or exceeding \$5,000 is viewed as C.I.P.) In December of 2018, Parks & Commons deferred all Capital Projects for FY19 so we won't be examining our capital needs until FY20/21. The P & C Operational Budget is created by the City Council and given to P & C.

Funding

"The Visitor Amenities Fund" (VAF) is the primary funding tool for P & C. It is derived from the Transient Lodging Tax (TLT), a somewhat complicated breakout of a simple tax on lodging and vacation rental fees. In general, the State of Oregon is very restrictive regarding how the City spends VAF funds. There is currently a debate on exactly what constitutes a "visitor amenity" but currently the VAF funds the Little Log Church & Museum which can use up to 100% of the VAF, the Commons Building, the City Library (a separate City Commission that can derive up to 25% of its budget from the VAF), as well as other projects that serve visitors such as public restrooms, visitor parking, and the new entrance signs at the north & south end of the City. The City takes in approximately \$365,000 per year of VAF funds. At the end of FY18, the Fund had \$119,000 remaining but had a carry-over of approximately \$200,000 which would bring the Fund to over \$300k at the beginning of FY19.

John Purcell, February 17, 2019

1 CITY OF YACHATS

2
3 PARKS AND COMMONS COMMISSION

4 January 17, 2019

5
6 Approved Minutes

7
8 **I. Call to Order**

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

14
15 **II. Election of Officers**

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

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

20
21 Shrock nominated Derek Ojeda to be Vice-Chair.

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

24
25
26 **III. Minutes – December 20, 2018**

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

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

29 Gordon moved to approve the December 20, 2018 minutes as amended: Aye – 6; No –
30 0.

31
32 **IV. Reports**

33 **A. Facilities Manager**

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

40
41 Hoen explained she placed an area rug over the small section of floor where the
42 laminate was removed. She indicated this fix would prevent trip hazards. Hoen
43 explained how she has been keeping the room and area usable.

44
45 Johnson asked if they could install the bird netting at the Pavilion when the rains were
46 active. Hoen indicated rain was not a problem, but they could not work in high winds.

1 She reported she needed to finish measurements to determine the proper amount of
2 netting to order. Hoen indicated it was a knotted, welded, nylon and small enough so
3 bird heads not get stuck and little birds not get through. She noted the product was
4 used in orchards.

5
6 Hoen reported that the gateway signs were in production.
7

8 **B. Trails Committee**

9 Trails lead Bob Langley clarified with Purcell that he would get the Trails Report to
10 Purcell by the Monday prior to the Thursday meeting.
11

12 Kittel highlighted she would be applying for two grants and Trails recently received a
13 \$500 donation in memory of a former View the Future Board Member.
14

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

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

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

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

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

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

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

40 **IV. New Business**

41 **A. Application from Craig Berdie**

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

46 **Hempen moved to recommend to Council to appoint Craig Berdie to the Parks and**

1 Commons Commission: Aye – 6; No – 0.

2
3 **IV. Other Business**

4 **A. From the Commission**

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

7
8 Hempen clarified the new refrigerator arrived last Thursday (January 10, 2019).

9
10 Hoen noted she and Purcell have not had the chance to resolve sump pump issue.

11
12 Purcell asked whether the fire circle was in the current CIP. Anderson indicated Parks
13 and Commons CIPs, other than Commons roof and floor, have been pushed back a
14 year. Purcell reported he received a suggestion to dedicate the fire circle to Don
15 Niskanen.

16
17 **B. From Staff**

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

22
23 She described three options for the 2019 season:

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

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

43
44 Hoen recalled an issue with a particular vendor this past year, noting one of the
45 interested parties had been privy to that interaction and agreed the vendor did not

1 handle the situation properly. Hoen reported the vendors would be willing to establish a
2 jury to adjudicate vendor issues.

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

10
11 Councilors wanted to know more about the plans of the group before the Market opens
12 in May 2019.

13
14 Purcell asked Hoen if she anticipated any problems from using Option 3. Hoen did not
15 anticipate problems except for the one person who had issues last year.

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

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

29
30 Gordon suggested Commissioners bring ideas to the next meeting about what criteria to
31 put in the agreement.

32
33 Commissioners also agreed to look at additional options for locating the vendor booths.

34
35 **B. From the floor - none**

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

38
39
40
41
42
43 _____
Chair W. John Moore

Date

44
45 Minutes prepared by H.H. Anderson, January 22, 2019

Trails Committee Budget Request for 2019-20

Description	Amount
Tools acquisition/replacement	\$1,500
Trail maintenance/repair/development	\$4,500
Safety/First Aid equipment and training	\$300
NYD Peace Hike buttons	\$500
PR - printing, etc	\$250
Permanent outdoor trail maps/signs	\$3,000
Trails Conferences and training registration	\$1,450
Conferences and training accommodation	\$2,000
Conferences and training travel	\$1,200
Local road travel for trail needs	\$300
Food and non-alcoholic refreshments for trail volunteers ¹	\$1,500
Trail improvement on Ocean View Drive from Landmark to Beach St ²	
Evacuation trail to new Fire Station ³	
Total requested	\$16,500

1. Approx. 25 events annually, often with 20+ participants

2. City should budget for this. Trails committee lacks expertise necessary for design and construction of this improvement

3. The route, cost and timeline are all unknown at present

Trails Committee Budget Request for 2018-19

Description	Amount
Tools acquisition/replacement	\$1,000
Wetland Park restoration	\$200
GBP Trail maintenance/repair	\$500
Ya'Xaik maintenance/repair	\$500
Amanda Trail maintenance/repair	\$500
New Amanda Bridge (contribution)	\$5,000
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 registrn.	\$1,450
Conferences accommodation	\$2,000
Conferences travel	\$1,200
Volunteer snacks (20 events @ \$20)	\$400
Travel by road	\$300
Total requested	\$17,750

TRAILS COMMITTEE – Parks and Commons report – February 22, 2019

YIPSI (1-19-2019) – 15 volunteers turned out. We continued our work on controlling blackberry, ivy and holly growing in and near the Commons Wetland Park. The ivy is a particular problem as much of it is virtually inaccessible owing to standing water, mud and dense shrubbery.

Trails (1/5/2019) – 20 hearty volunteers showed up during cloudy and cool weather. The large number of volunteers allowed splitting the group to allow work at four locations, therefore maximizing efficiency to keep the trails system in tip top shape. One group undertook improvements at the Amanda Grotto, further clearing the gathering area. Another tackled construction of a new step on the Ya'Xaik Trail and built and placed a boardwalk over the drainage ditch on the urban forest trail near Ocean View Drive. A third tackled much needed maintenance to the Gerdemann Public Trail, further clearing debris from the earlier fallen hemlock. The fourth group undertook removal of ivy from boardwalk trails and forested areas to the west of the Commons and cleaned the boardwalk. After the work session, most of the volunteers gathered at the Drift Inn for a snack and nice discussion. Later in the day, a small group of volunteers cleared a downed alder across the Ya'Xaik Trail near the Diversity trailhead.

YIPSI (2-16-2019) – Canceled due to rain.

Suspension Bridge Project – View the Future submitted grant applications to Spirit Mountain and to the Siletz Charitable Fund. Another grant will be written in April or May.

Urban Forest Trail – We are still waiting for the completion of archeological surveys before installing a trail post on Ocean View Drive to mark the W entrance to the trail. A short length or split rain fence is also planned to direct walkers into the forest.

Ya'Xaik Trail – Layne Morrill, owner of the Fistera development and a supporter of trails, has generously agreed to reserve four spaces at the top of Diversity Drive for trail head parking and has had a sign made for each space. We will procure lumber for posts and will work with Public Works to get them installed.

804 S – Trail Leaders have provided input to the City regarding trail surface as well as the design and placement of navigational and interpretive signage. We prepared, and submitted to the City Manager, a comprehensive set of recommendations and suggestions. We have also participated in several meetings with City and County staff and continue to do so.

Gerdemann Botanical Preserve – Andreea Ghetie, who owns GBP, asked the trails committee to consider providing funds from the trails budget for the purchase of plants to replace those destroyed when a large hemlock tree recently fell across the trail. Since much of the area to be planted appears to be outside of the easement provided for the trail, her request was declined with the suggestion that she contact this Commission about potential funding.