



City of Yachats

PARKS AND COMMONS COMMISSION

February 21, 2019

Approved Minutes

I. Call to Order

Chair John Purcell called to order the January 17, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Michael Hempen, Linda Johnson, Scott Gordon, John Purcell, Dean Shrock, and Craig Berdie. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen. Trails Leads Bob Langley and Joanne Kittel. Audience: 4.

II. Minutes – January 18, 2019

Commissioner Berdie moved to approve the January 18, 2019 minutes as presented: Aye – 5; No – 0; Abstain – 1 (Berdie not present).

III. Reports

A. Trails Committee

Berdie asked about the request from Andreea Ghetie for money to replace a fallen tree and repair the trail. Purcell explained that Trails had told Ghetie that they do not provide this service and could only work in the easement. Langley clarified the request was for \$800 to \$1,000 and the Trails group did not work on private property. Purcell noted no one had officially approached Parks and Commons on the matter so the issue was not under their jurisdiction.

Berdie explained he had questions about the easement and believed the City has liability responsibility for the trail within the easement. Langley noted he had a document that indicated the owner of Gerdemann could reroute the trail as he or she deems appropriate. Purcell believed that View the Future holds the easement and was responsible for ensuring the terms of the easement were maintained. Purcell added that Trails has accepted the responsibility for maintaining the trail to the benefit of the City.

Commissioners discussed whether the City had liability for the trail portion and whether the City would carry insurance for private property. Berdie asked for more information on the easement to answer these questions.

Langley reported he heard from Joanne Kittel that she was unable to find documentation on the easement. Purcell indicated he would go through View the Future documentation to see if there was something on the easement.

1 Facilities Manager Hoen explained that all City volunteers are covered for limited liability and
2 have worker's compensation, noting that the coverage only applies when the person was working
3 during official Trails activities.

4
5 Berdie asked about the coverage for public liability. Hoen stated the City does not cover liability
6 for the general public. Langley indicated he had heard the City did cover liability for people
7 walking on the trails, including portions of the Ya'Xaik Trail. Purcell expressed doubt that the
8 City would cover liability on private property. Hoen explained the recreational immunity clause
9 with the state that asserts that the public accepts liability and minimizes liability to the City.
10 Hoen stated the agreement crossed into "gray areas." She added recreational immunity covered
11 only grounds and not cover buildings. Manager Beaucaire did not believe the City covered
12 anything in the Gerdemann Garden as it was not City property, but a trails worker working for
13 Trails activities was covered with worker's compensation.

14
15 Purcell summarized that they should start with the easement documents to understand the
16 easement. Hoen added that the City Planner might be able to get information from the County
17 about the easement.

18
19 Commissioner Johnson stated that she walked the Urban Trail from the wetlands to 5th Street and
20 noted there was not clear direction to the adjoining trail. Langley clarified that Trails had named
21 that section the Urban Path and that they were waiting for the archeological study to find out
22 where they could dig to install signage.

23 24 **B. Facilities Manager**

25 Facilities Manager Heather Hoen explained she was just with the State Fire Marshall who had
26 made a surprise visit. She explained there were a few issues related to YYFAP, such as the stove
27 not having a hood, improper storage of grease and oil near the stove, grease on the back of the
28 stove, and storage of materials in mechanical areas. Hoen indicated she was going to change the
29 locks to mechanical areas to prevent future improper storage. She stated the Fire Marshall noted
30 that the chairs in the hall needed to be chained and stored properly and that all electrical panels
31 needed to have clear access.

32
33 Hoen reported from March 4 to March 22, 2019 the Multipurpose room and kitchen would be
34 closed for the floor installation. She noted that classes are being moved to Room 8 and the Lions
35 Club Hall. Hoen added the City received the report indicating there was no asbestos present.
36 Hoen asked the contractor if removal of the tiles would result in additional expenses and was told
37 there would be no additional labor costs but there would be an additional dump fee of
38 approximately \$500.

39
40 Shrock asked for an update on the Farmer's Market. Hoen reported the group was working on
41 their internal structure, the vendor application, and the fee structure. Hoen added that the group
42 was amenable to keeping the Commons building closed and adding an extra porta-potty.

43
44 Commission Hempen asked Hoen to include a summary of project progress in her monthly
45 report. Purcell summarized the situation with the sump pump and power outages, and suggested
46 they could explore some type of egress lighting with making the electrical issue to get the sump

1 pump on the backup generator. Hoen added that the sump pump project has expanded to the
2 level of a CIP and required more planning.

3
4 Hoen summarized that the energy audit has begun, the inspector has inspected the facilities, and
5 she was waiting on his analysis and report.

6 7 **C. Year to Date Revenues and Expenses**

8 **1. Little Log Church and Museum:** Berdie asked about the line item for gifts and
9 donations of \$1,000 and whether this was all that was expected. The Commission was not
10 certain of what was included in this line item, such as the donation box. Purcell suggested that
11 Parks and Commons should be reviewing the Little Log Church budget if the Little Log Church
12 was under their purview, noting the Commission had not previously seen a budget for the Little
13 Log Church. Purcell indicated he would contact Mary Crook to get a budget to review at the
14 March 2019 meeting. Hoen added that Parks and Commons were only responsible for the
15 budget of the Little Log Church and not for maintaining the building. Purcell suggested the Little
16 Log Church should have a representative at the Commission meetings.

17
18 Commissioners discussed the \$4,200 expended of the total budget of \$8,800. Rick McClung
19 reported they had two estimates for repairs on the Little Log Church which were about the same.
20 He indicated it would likely be more cost effective to tear down the building and building a
21 replica for \$250,000 to \$300,000. McClung reviewed the history of the City acquiring the
22 building from the County in the 1970s/1980s and a subsequent remodel that was not done to
23 code. McClung suggested there might be grant funding to help with the remodel, but noted the
24 building was not listed on the historic register. Hoen added that the Little Log Church Board
25 was aware of the City getting estimates that might include a teardown and that her contact had
26 been Karl Christiansen. Hoen explained the extent of damage with the foundation and walls.

27
28 Johnson expressed concern for giving Hoen so much work. Purcell stated he would go to
29 Council to ask what they wanted Parks and Commons to do regarding the Little Log Church.
30 Shrock asked for clarification on grants. Hoen stated they need a scope of work to create the
31 RFP and apply for grant funding.

32
33 **2. Trails:** McClung raised the transfer of Ocean View Drive to the City and the upgrades
34 to the 804 Trails. He noted the upgrades to the culverts and roadway was one phase and the
35 modifications to the trail and signage was another phase. He indicated there was \$172,000 in the
36 804 Mitigation Funds to be use solely on the trail. He stated there had been preliminary ideas for
37 viewing decks and a boardwalk. He suggested that Parks and Commons contract with a third
38 party to review the trails plans and develop a comprehensive plan for the improvements to the
39 804 Trail. He estimated the cost to be around \$10,000.

40
41 McClung summarized that the County was going to re-sleeve the culverts, pave from 2nd to 7th
42 streets, and replace the guardrails. McClung indicated that the traffic direction would be one-
43 way, but it was not determined which direction and that the County would provide signage. He
44 added the County was paying for the archeological testing to be able to dig into that area.
45 McClung noted the Council and Public Works and Streets Commission were involved in setting
46 the direction of traffic. He clarified that the trail will be re-graveled and compacted and the City

1 would have input on the choice of rock.

2
3 Commissioners supported the idea of contracting with a third party to develop a comprehensive
4 plan. McClung indicated he wanted to use Visitors Amenities Funds to cover the cost of
5 developing the plan. Hempen clarified the section of the 804 Trail through the State Park was
6 under the jurisdiction of State Parks. State Parks would need to approve any changes to that
7 section.

8
9 Hempen moved to recommend establishing a CIP for up to \$10,000 using Visitor Amenities
10 Funds to hire a third party to develop a Comprehensive Vision and Plan for the 804 Trail
11 improvements: Aye – 6; No – 0.

12
13 3. Commons: Berdie asked about the spending on maintenance and custodial. Hoen
14 explained that amount should be budgeted for \$15,600.

15 **IV. Business**

16 **A. Trails Budget FY19-20**

17 Purcell stated he included the budget from last year. The Commission noted that Trails was
18 budgeted at \$20,000 for FY18-19 and they have spent \$9,700 through February 15, 2019.

19
20
21 Gordon moved to pass the Trails FY19-20 to the Finance Committee: Aye – 6; No – 0.

22 **B. Little Log Church and Museum Budget FY19-20 – not in packet**

23 **C. General Review Parks and Commons Projects**

24 Covered earlier and ongoing.

25 **D. Goals for Upcoming Year**

26 Purcell asked if the Commission had set goals in the past. Berdie suggested the Commission use
27 the Council Goals to determine what work they should be doing. Berdie cited an example of the
28 Council goal for getting City Hall adequate office space and how that could mean that the space
29 City Hall now occupies would be available for rentals. Hempen favored the idea of setting goals.
30 Gordon suggested they could identify areas where they could be proactive, but did not want to
31 unnecessarily insert themselves in all projects.

32
33 The Commission discussed how they get or do not get follow up on the projects they
34 recommend. Gordon noted most of their projects were pushed back into future years. Shrock
35 believed the Commission needed to express their ideas to Council. Minute taker Anderson stated
36 one reason for having a representative from each Commission on the Finance Committee was to
37 give the Commissions a voice to push for funding for their projects.

38
39 The Commission discussed whether they were responsible for maintenance of the 501 Building
40 and concluded they would only have responsibility if that space were rented.

1 Purcell asked for clarification on how the Commission communicates with Council. Anderson
2 explained the City Manager had a form to complete for getting on the Council agenda that asked
3 for the question before Council and a brief description.

4
5 Hempen suggested that all Commissioners have copies of:

- 6 1. Yachats Commons Policy
- 7 2. Parks and Open Space Master Plan (December 2017) – which was not complete
- 8 3. Waldport's Parks and Recs Master Plan

9
10 Purcell suggested these items be included as a packet for new Commissioners.

11
12 Hempen asked about the park at the end of W 7th Street by the little red house and whether that
13 was a City park. Gordon stated he always sends his customers to this park, noting it has one of
14 the best geological formations. Langley speculated that this location was one possibility for
15 erecting a lookout deck.

16
17 The Commission discussed the line of communication between the Trails Committee and the
18 Parks and Commons Commission. Purcell believed that recommendations from Trails should go
19 through Parks and Commons. Langley indicated Trails included their meetings in their monthly
20 report. Gordon had less of an issue with not being notified of meeting involving Trails,
21 especially when timely matters arise.

22
23 Hempen asked to have reports a week in advance of Commission meetings.

24
25 **IV. Other Business**

26 **A. From the Commission**

27 **B. From the floor**

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29 With no further business to discuss, Purcell adjourned the meeting at 5:03 pm.

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35 _____
John Purcell, Chair

Date

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37 Minutes prepared by H.H. Anderson, March 4, 2019