

1. Agenda

Documents:

[2019-03-21\\_PC\\_AGENDA.PDF.PDF](#)

2. Meeting Materials

Documents:

[COMMISSION RULES REVIEW - 3-21-2019.PDF](#)  
[FACILITIES MGR RPT MAR 2019 - 3-21-2019.PDF](#)  
[FARMERS MKT LTR - 3-21-2019.PDF](#)  
[FEB FINANCIAL RPT - 3-21-2019.PDF](#)  
[LLCM FINANCIAL - 3-21-2019.PDF](#)  
[PC MINUTES -3-21-2019.PDF](#)  
[TRAILS RPT MAR 2019 - 3-21-2019.PDF](#)



CITY OF YACHATS

## **PARKS & COMMONS COMMISSION REGULAR MEETING**

441 Hwy 101 N., Yachats Commons, Room 1

**Thursday, March 21, 2019 at 3:00pm**

- I. Call meeting to order
- II. Public Comment: Topic not listed on the agenda: 5-minute limitation per person
- III. Approve Minutes of February 21, 2019
- IV. Reports
  - A. Facilities Manager
  - B. Yachats Trails Committee
  - C. Year to date Revenues and Expenses
- V. Business
  - A. Little Log Church & Museum Budget & Project update – attachment
  - B. Commission Rules – discussion – attachment
  - C. Commons Building CIP & Maintenance Budget – Purcell & Hoen
  - D. Commons Building rental structure – Anderson, Hoen – attachment
  - E. Public Liability Insurance update
- VI. Other Business
  - A. From Commission
  - B. From the floor (5 minute limit)

Commission meets the third Thursday of each month.

**Next meeting: Thursday, April 18, 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](http://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: 03/15/19

## **Commission Rules**

**City of Yachats, Oregon**

**(Cover page and table of contents to follow after content is  
agreed upon)**

## **Authority and Purpose Statement**

The Municipal Code of the City of Yachats provides for the City of Yachats to have the following Commissions:

- A: Planning Commission
- B: Parks & Commons Commission
- C: Public Works & Streets Commission
- D: Library Commission

### **1. Meetings of the Commission**

The meetings of the Commissions shall be open to the public.

#### **1.1 Minutes of Meetings**

The commission shall make and file with the City a report of all meetings and transactions of the commission for the preceding month. Copies of the minutes recorded at the regular and special meetings of the commission may serve as reports, shall be filed with the City as expediently as possible, and in no case more than thirty (30) days after the meeting of the commission. Each commission shall, in addition, make other reports as may be requested by the Council

#### **2.11 General Format**

All official printed minutes of any meetings of all city commissions, boards, and committees shall be fashioned after the minimum as required by State Law with minor additions. Recordings of entire minutes will be kept of file for more detailed references for a period of two years. All minutes shall be published in the City's document library.

#### **2.12 Contents of Minutes**

**Meeting Particulars.** Minutes shall include the date, time and place of all meetings.

**Recordings.** Agendas shall indicate that all proceedings are being recorded for back-up reference.

**Attendance.** Minutes shall include the names of all members of the governing body and indicate whether they are present or absent.

**Motions.** Minutes shall include all motions, proposals, resolutions, ordinances, and measures proposed and their disposition.

**Result of Votes.** Minutes shall include the result of all votes and the vote of each member by name.

**Substance of Topics.** Minutes shall include an outline of the substance of the discussion on any matter.

**Reference to Documents.** Minutes shall include any references to any specific document mentioned in discussion.

**Public Participants.** Minutes shall include the name of the member of the public who addressed the body.

**Emergency Meetings.** The minutes shall include, if required, the nature of the emergency for calling an emergency meeting.

**Speeches and Statements.** Speeches or statements or the exact text of discussions shall not be transcribed verbatim.

#### **2.13 Special Meetings.**

The chair shall have the power to convene special meetings.

#### **2.14 Notice of Meetings**

All meetings of City Commissions, Committees and Board are public meetings and must be noticed in advance.

#### **2.15 Agenda Packets**

All agenda packets shall be posted as electronic packets to the City's website and the document library before the close of business on Friday of the calendar week before a commission or committee meeting. An email will be sent to the commission members to let them know that the packets are available for their review.

Packets shall be available at City Hall for public review. Copies may be obtained at the current cost.

#### **2.16 Packet Material**

**Text exhibits.** Packets shall include copies of applications, map locations, and any other pertinent, easily reproducible text exhibits.

**Drawings and Reports.** Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at work sessions or scheduled meetings and will be available for inspection at City Hall during regular business hours.

### **3. Commission Membership**

**3.1 Membership.** Commission members will be appointed by the Mayor with approval of Council. Any person applying for appointment to any commission shall be interviewed by City Council at either a work session or regular meeting. No person shall serve at the same time on more than one commission.

**3.2 Attendance.** Unless excused by the Chair, any member who has three absences in a twelve month period may be removed from the Commission by City Council action, the position will be declared vacant, and the member will have to reapply to be reconsidered for appointment.

**3.3 Elections.** The Chair and a Vice-Chair shall be elected by ballot at the first meeting of the calendar year, or when a vacancy in either of these offices occurs.

**3.4 Officers.**

**3.41. Duties of the Chair.** The Chair is the presiding officer of the meeting. The duties of the Chair are:

- \* Consult with City staff and together formulate an agenda for the meeting.
- \* Open the meeting on time and call the meeting to order.
- \* Announce in proper sequence the business on the agenda
- \* Recognize participants who are entitled to the floor.
- \* State the nature of legitimate issues that arise during the meeting, secure consensus on their disposition, and, if a vote is needed, the language of the motion. If a motion is out of order or unclear, the Chair should rule it out of order or require clarification. If a motion is in order, the Chair calls for the vote and announces the results of the vote.
- \* Protect the commission from frivolous or delaying motions by refusing to recognize them.
- \* Enforce order in respect to discussion, deliberation, and decision making.
- \* Expedite business in a way compatible with the rights of the members and constituents.
- \* Decide all questions of order.
- \* Respond to inquiries of members.
- \* Declare the meeting adjourned.
- \* Ensure that reports and recommendations are forwarded to the Council.
- \* With approval of the commission, delegate an alternate spokesman.
- \* When appropriate, assist staff with securing the building after a night meeting.

**3.4.1 Duties of the Vice-Chair**

The Vice-Chair shall be presiding officer when the Chair is absent or when the Chair wishes to be a stronger, more partisan, participant in deliberation. The Vice-Chair may also assist the Chair as directed by the Chair or Commission.

### 3.5 **Commission Vacancies.**

#### 3.51. **Procedures and Objectives.**

- The City Manager shall retain a working list of all citizens filing an application for service on City commissions, boards, and committees. Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.
- The Commission, board or committee shall consider the names of all persons currently on file and any person at the meeting that has expressed an interest in serving on that body.
- Candidates shall be interviewed by the Commission, board or committee to discuss their qualifications and reasons for wanting to serve.
- **Recommendations.** The Commission, board or committee shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy.
- Candidates and any person at the Council meeting who expresses a willingness to serve shall be interviewed by City Council at either a work session or regular meeting before being appointed. Incumbents seeking reappointment are not required to interview.

4. **Use of City Staff.** The Chair shall be the liaison between the Commission, board or committee and City staff.

### 5. **Commissions:**

#### 5.1 **Planning Commission.**

5.11 **Membership.** The Planning Commission shall consist of seven members appointed by the Mayor with the approval of Council.

Pursuant to ORS 227.030, no more than two (2) voting members of the commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.

All commission members must reside in the City.

All commission members must have resided in the City for no less than six months prior to appointment.

The members of the commission shall receive no compensation for their services.

**5.12 Terms of Office**

Terms of office on the commission shall be four (4) years and shall expire on December 31<sup>st</sup> of the 4<sup>th</sup> year.

A member of the commission may be removed by a majority vote of the City Council for cause.

A vacancy shall be filled by the Mayor with the approval of Council for the unexpired portion of the term.

**5.13 Powers and Duties.**

The commission shall have the powers and duties provided for by ORS ww7.090, other state law, City Charter, comprehensive plan or other city ordinances.

The commission shall function primarily as a comprehensive planning body proposing policy and legislation to the Council related to the growth and development of the community. In addition to the authority provided in the previous sentence, the commission:

Shall review the comprehensive plan every two (2) years and make recommendations to the council concerning plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions;

May formulate and recommend legislation to implement the comprehensive plan;

Shall conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by city ordinance.

The commission shall perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion.

**5.14 Organization**

The commission may select a secretary from among its members, who shall serve at the pleasure of the commission or the City Council shall designate a city staff member to act as secretary. The secretary shall keep accurate records of all proceedings of the commission and shall perform such duties as are requested of the secretary by the commission, this section, or by law.

**5.15 Quorum.**

Four (4) members of the commission shall constitute a quorum for the transaction of business.

**5.2 Parks & Commons Commission**

**5.21 Membership.** The Parks and Commons Commission shall consist of seven (7) members, appointed by the Mayor with consent of the Council.

One member of the commission may reside outside the City limits.

The members of the commission may receive no compensation for their services.

**5.22 Terms of Office.**

Terms of office shall be three (3) years and shall expire on December 31<sup>st</sup> of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term

**5.23 Powers and Duties**

Formulate rules, regulations and standards for the operation of the City's parks and the Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors and recommend them to City Council for adoption;

Establish rental rates for various uses of the Commons; recommends such to City Council for adoption;

Maximize income through promotion or co-promotion of appropriate events;

Work with the Facilities Manager in development and implementation of a marketing program for tenants and special programs;

Plan for the regulation, development and improvement of the City's parks;

Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks planning and programming process;

Work with the Facilities Manager in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee;

Perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion.

#### **5.24 Quorum**

Four (4) members of the commission shall constitute a quorum for the transaction of business.

### **5.3 Public Works & Streets Commission**

#### **5.31 Membership**

The Public Works & Streets Commission shall consist of seven (7) members, appointed by the Mayor with consent of the Council.

One member of the commission may reside outside the City limits.

The members of the commission may receive no compensation for their services.

#### **5.32 Terms of Office.**

Terms of office shall be three (3) years and shall expire on December 31<sup>st</sup> of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with approval of the Council for the unexpired portion of the term.

**5.33 Powers and Duties.**

Formulate rules, regulations and standards for the operation and use of the City's public works, recommend such to City Council for adoption.

Plan for future growth, development and improvement of the City's public works.

Advise the City Manager on improvements and maintenance for public works.

Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.

Review all rates and fees including, but not limited to, water, sewer, and system development yearly and report to the City Council by March 1<sup>st</sup> of each year and recommend any changes in rates, fees, charges or policy.

Serve as the City's Public and Traffic Safety Committee as follows:

- A. Hear suggestions and complaints from citizens concerning issues of public and traffic safety;
- B. Research and develop remedies for public and traffic safety concerns as needed;
- C. Recommend public and traffic safety priorities for the City;
- D. Review and recommend project application for funding;
- E. Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
- F. Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;
- G. Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;
- H. Monitor the Village Circulation Plan portion of the Comprehensive Plan, including implementation, funding, and signage, and
- I. Serve as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and approved findings vacating portions of County Road 804 South.

Serve as a franchise review committee responsible for initially reviewing, negotiating and recommending to City Council all franchise agreements.

**5.34 Quorum**

Four (4) members of the commission shall constitute a quorum for the transaction of business.

**5.4 Library Commission**

**5.41 Membership.**

The Library Commission shall consist of five (5) members, appointed by the Mayor with consent of Council.

One member of the commission may reside outside the City limits.

The members of the commission may receive no compensation for their services.

**5.42 Terms of Office.**

Terms of office shall be three (3) years and shall expire on December 31<sup>st</sup> of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

The members of the commission may receive no compensation for their services.

**5.43 Powers and Duties**

Operate and manage the Yachats Public Library;

Formulate rules, regulations and standards for the operation of the library;

Receive gifts, grants, bequests and devises to carry out the purpose of the library;

Work with the librarians to prepare and submit to the budget officer an annual budget which will be forwarded to the budget committee

**5.44 Quorum**

Three (3) members of the commission shall constitute a quorum for the transaction of business.

## **Facilities Manager Report**

March 2019

The flooring project started Monday the 4<sup>th</sup> of March. The work has gone well. The contractor ran into some dry rot in the subflooring layers that needed to be repaired. He made said repairs to the Joyce and sub flooring at minimal cost to the City.

There is concern from other vendors, that the group of vendors that is trying to establish a plan does not represent the whole of the body of vendors for the Farmers Market. I was informed by the vendors working on the plan for the Farmers Market and Board that they are getting ready to inform the other vendors of the changes to the workings of the potential market. They believe that they will be ready to open Mother's day as usual if all that are involved and concerned in the Farmers Market can work together cohesively towards a final plan.

I have ordered the bird netting for the Pavilion and when it arrives I will see about getting it installed shortly thereafter.

With the new flooring installed in the Multi-Purpose room and hallway I have realized how shabby the rest of the building looks and will be developing a C.I.P. for Paint, light fixtures and other things that will need to be addressed soon.

After a meeting with A Polly Plumb member and reassuring them that the City as well as Parks & Commons is very interested in keeping the musical and cultural events that they provide. I informed them that I was looking into upgrading some of the things available like Mics, and cords and maybe a new light board to make their events run smoother. This was very exciting to them that we were interested in their events as well as other community events.

The new entrance signs are coming together beautifully and we can look forward to the being installed soon.

Finance has agreed to put a place holder of \$50,000 in the upcoming budget for equipment upgrades, when this is done I can continue the pursuit of getting the sump pump linked into the emergency generator.

When the State fire Marshall came through las month there was only minimal things that needed to be addressed this year. I found this very encouraging that there were no major issues this year in our building.

**Respectfully Submitted**

Heather Hoen

















Hi Heather, Friday March 15, 2019

Thank you for taking the time to talk with me this morning. I appreciate all that you are doing for our Market Community. I want to help. To that affect I have drafted this outline which is intended to help get it going.

Here is my proposal;

- 1) The website is taken over by exclusively by you for a week or so.
- 2) Use the database to invite the YFM vendors to volunteer temporarily until a board is formally elected.
- 3) Schedule at least 3 work sessions in Yachats within the next 2 weeks to develop the basic structure for our vendor operated Market.
- 4) Once this steering Committee is in place, one of the participants will take over the running of the website.

Thank you, Sincerely  
Trevil Wood

Some Obvious steering Committee tasks  
(could be called provisional board or YFM Task force)?

- Identify operational needs and features of our Market. Make a list of sub-categories.
  - Develop bylaws.
  - Address our relationship with the City, work in cooperation to satisfy needs. An example is; where is the insurance going to come from?
  - Draft a temporary vendor agreement until the elected board members can formally vote in the by laws.
  - Each volunteer will take a task or tasks to work on and present their ~~conclusions~~ results at the next meeting.
- \* Once the "Committee convenes, a more detailed structure will emerge.

## Website needs

- Invite returning vendors to confirm their intent to participate in the 2019 season. Let them know the actual application with the new bylaws will be forth coming.
- Inform new applicants that they have been added to a list to be considered as soon as the new Market structure is in place.
- Publish a schedual of meetings & dates.
- Publish regular (simple) updates
- Receive input and answer questions that can readily be answered or forward them to steering committee for ~~review~~ discussion.

3/20/19  
11:13 AM  
YIKIMMIE  
FUND-240 CITY AMENITIES  
DEPT-124 COMMONS BUILDING

CITY OF YACHATS  
REVENUE/EXPENDITURE REPORT  
2/01/19 THRU 2/28/19

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| ACCOUNT                                  | DESC                                               | BUDGET            | MONTH-TO-DATE<br>EXPENSE/REV | YEAR TO DATE<br>EXPENSE/REV | UNENCUMBERED<br>BALANCE | %          |
|------------------------------------------|----------------------------------------------------|-------------------|------------------------------|-----------------------------|-------------------------|------------|
| R E V E N U E S                          |                                                    |                   |                              |                             |                         |            |
| 3-01-0101                                | CASH CARRY FORWARD<br>REVENUE                      |                   |                              |                             |                         | 0<br>0     |
| 3-30-4335                                | RENTS AND FEES                                     | 22,000            | 1,600.00                     | 17,377.35                   | 4,622.65                | 79         |
| 3-30-4460                                | CITY HALL RENTAL INCOME                            | 17,800            |                              | 17,800.00                   |                         | -100       |
| 3-30-4480                                | GIFTS AND DONATIONS<br>REVENUE                     | 39,800            | 1,600.00                     | 35,177.35                   | 4,622.65                | 0<br>88    |
| 3-60-4860                                | GENERAL FUND SUPPORT                               | 93,000            |                              | 93,000.00                   |                         | 100        |
| 3-60-4864                                | VISITOR AMENITIES SUPPORT<br>OPERATING TRANSFERS   | 30,000<br>123,000 |                              | 30,000.00<br>123,000.00     |                         | 100<br>100 |
| T O T A L DEPT 124 R E V E N U E         |                                                    | 162,800           | 1,600.00                     | 158,177.35                  | 4,622.65                | 97         |
| E X P E N S E S                          |                                                    |                   |                              |                             |                         |            |
| 5-10-5160                                | ALLOCATED LABOR<br>PERSONNEL SERVICES              | 40,000<br>40,000  |                              | 16,426.44<br>16,426.44      | 23,573.56<br>23,573.56  | 41<br>41   |
| 5-20-5222                                | INSURANCE                                          | 5,500             |                              | 4,830.00                    | 670.00                  | 88         |
| 5-20-5240                                | OFFICE MATERIALS/SUPPLIES                          | 250               |                              | 146.18                      | 103.82                  | 58         |
| 5-20-5251                                | OFFICE PHONE/CELL/DSL                              | 1,500             | 30.64                        | 211.87                      | 1,288.13                | 14         |
| 5-20-5252                                | OFFICE UTILITIES                                   | 5,000             | 534.08                       | 3,547.55                    | 1,452.45                | 71         |
| 5-20-5260                                | PROFESSIONAL SERVICES                              | 38,000            | 3,000.00                     | 24,125.00                   | 13,875.00               | 63         |
| 5-20-5317                                | TOOLS & SMALL EQUIPMENT                            | 550               |                              |                             | 550.00                  | 0          |
| 5-20-5330                                | BUILDING OR LAND MAINTEN                           | 20,000            | 70.00                        | 8,867.76                    | 11,132.24               | 44         |
| 5-20-5335                                | CUSTODIAL SUPPORT/SUPPLY                           | 14,500            | 1,486.45                     | 12,321.00                   | 2,179.00                | 85         |
| 5-20-5490                                | MATERIALS/SERVICES OTHER<br>MATERIALS AND SERVICES | 500<br>85,800     |                              | 150.00<br>54,199.36         | 350.00<br>31,600.64     | 30<br>63   |
| 5-40-7922                                | CAP OUT: CITY AMENITIES<br>CAPITAL OUTLAY          |                   |                              |                             |                         | 0<br>0     |
| 5-50-5800                                | CONTINGENCIES<br>OTHER USES                        | 10,000<br>10,000  |                              |                             | 10,000.00<br>10,000.00  | 0<br>0     |
| 5-60-7126                                | INTERFUND TRANS: CAP RSRV<br>INTERFUND TRANSFERS   | 27,000<br>27,000  |                              | 27,000.00<br>27,000.00      |                         | 100<br>100 |
|                                          | TOTAL PERSONAL SERVICES                            | 40,000            |                              | 16,426.44                   | 23,573.56               | 41         |
|                                          | TOTAL MATERIAL & SERV                              | 85,800            | 5,121.17                     | 54,199.36                   | 31,600.64               | 63         |
|                                          | 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           | 5,121.17                     | 97,625.80                   | 65,174.20               | 60         |

3/20/19  
11:13 AM  
YIKIMMIE  
FUND-240 CITY AMENITIES  
DEPT-125 PARKS

CITY OF YACHATS  
REVENUE/EXPENDITURE REPORT  
2/01/19 THRU 2/28/19

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| ACCOUNT                                  | DESC                      | BUDGET    | MONTH-TO-DATE<br>EXPENSE/REV | YEAR TO DATE<br>EXPENSE/REV | UNENCUMBERED<br>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    | 31.00                        | 4,732.31                    | 15,267.69               | 24  |
| 5-20-5330                                | BUILDING OR LAND MAINTEN  | 1,000     |                              | 742.00                      | 258.00                  | 74  |
| 5-20-5421                                | PARKS/GROUNDS MAINTENANCE | 10,000    | 281.43                       | 4,220.15                    | 5,779.85                | 42  |
|                                          | MATERIALS AND SERVICES    | 31,000    | 312.43                       | 9,694.46                    | 21,305.54               | 31  |
|                                          | TOTAL PERSONAL SERVICES   | 6,000     |                              | 2,324.47                    | 3,675.53                | 39  |
|                                          | TOTAL MATERIAL & SERV     | 31,000    | 312.43                       | 9,694.46                    | 21,305.54               | 31  |
|                                          | 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    | 312.43                       | 12,018.93                   | 24,981.07               | 32  |
| T O T A L FUND 240 R E V E N U E         |                           | 199,800   | 1,600.00                     | 194,677.35                  | 5,122.65                | 97  |
|                                          | FUND PERSONAL SERVICES    | 46,000    |                              | 18,750.91                   | 27,249.09               | 41  |
|                                          | FUND MATERIAL & SERV      | 116,800   | 5,433.60                     | 63,893.82                   | 52,906.18               | 55  |
|                                          | FUND CAPITAL OUTLAY       |           |                              |                             |                         | 0   |
|                                          | FUND ALL OTHER            | 37,000    |                              | 27,000.00                   | 10,000.00               | 73  |
| T O T A L FUND 240 E X P E N D I T U R E |                           | 199,800   | 5,433.60                     | 109,644.73                  | 90,155.27               | 55  |
|                                          | FUND PRIOR BALANCE        | 88,866.22 |                              |                             |                         |     |
|                                          | NET FUND BALANCE          | 85,032.62 |                              |                             |                         |     |
|                                          | GRAND TOTAL REVENUE       | 199,800   | 1,600.00                     | 194,677.35                  | 5,122.65                | 97  |
|                                          | TOTAL PERSONAL SERVICES   | 46,000    |                              | 18,750.91                   | 27,249.09               | 41  |
|                                          | TOTAL MATERIAL & SERV     | 116,800   | 5,433.60                     | 63,893.82                   | 52,906.18               | 55  |
|                                          | TOTAL CAPITAL OUTLAY      |           |                              |                             |                         | 0   |
|                                          | TOTAL ALL OTHER           | 37,000    |                              | 27,000.00                   | 10,000.00               | 73  |
|                                          | GRAND TOTAL EXPENDITURE   | 199,800   | 5,433.60                     | 109,644.73                  | 90,155.27               | 55  |
|                                          | PRIOR BALANCE             | 88,866.22 |                              |                             |                         |     |
|                                          | NET FUND BALANCE          | 85,032.62 |                              |                             |                         |     |

**Fund 240 - City Amenities**

**Department 123 LCM Church and Museum**

| Actual<br>2014-2015 | Actual<br>2015-2016 | Actual<br>2016-2017 | YTD<br>2017-2018 | Account #<br>ew Chaves Syste | Account Name<br>New Chaves System    | 2017-2018<br>Approved<br>Budget | 2018-2019<br>Proposed<br>Budget | 2018-2019<br>Approved<br>Budget | 2018-2019<br>Adopted<br>Budget |
|---------------------|---------------------|---------------------|------------------|------------------------------|--------------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| 1,410               | 1,465               | 2,024               | 12,220           | 3-30-4335                    | Rents or Fees                        | 2,000                           | 2,000                           | 2,000                           |                                |
| 360                 | 124                 | 260                 | 246              | 3-30-4460                    | Inventory Sale                       |                                 |                                 |                                 |                                |
| 1,290               | 784                 | 1,296               | 920              | 3-30-4480                    | Gifts and Donations                  | 1,000                           | 1,000                           | 1,000                           |                                |
| 637                 |                     |                     |                  | 3-30-4690                    | Other State Sources                  |                                 |                                 |                                 |                                |
| <u>3,697</u>        | <u>2,373</u>        | <u>3,580</u>        | <u>13,386</u>    |                              | Total External Revenue               | <u>3,000</u>                    | <u>3,000</u>                    | <u>3,000</u>                    |                                |
| 2,417               | 1,892               | 2,288               | 2,600            | 3-60-4860                    | General Fund Support (25%)           | 2,600                           | 3,225                           | 3,225                           | 100-100                        |
| 7,252               | 5,675               | 6,864               | 7,800            | 3-60-4864                    | Visitor Amenitites Support (75%)     | 7,800                           | 9,675                           | 9,675                           | 120-100                        |
| <u>9,669</u>        | <u>7,567</u>        | <u>9,152</u>        | <u>10,400</u>    |                              | Total Internal Support               | <u>10,400</u>                   | <u>12,900</u>                   | <u>12,900</u>                   |                                |
| <u>13,366</u>       | <u>9,940</u>        | <u>12,732</u>       | <u>23,786</u>    |                              | Total Revenue                        | <u>13,400</u>                   | <u>15,900</u>                   | <u>15,900</u>                   |                                |
| <u>104</u>          | <u>250</u>          | <u>0</u>            | <u>612</u>       | 5-10-5160                    | Allocated Labor                      | <u>0</u>                        | <u>2,500</u>                    | <u>2,500</u>                    |                                |
| 200                 | 172                 | 172                 | 178              | 5-20-5220                    | Marketing/Road Sign                  | 200                             | 200                             | 200                             |                                |
| 574                 | 717                 | 928                 | 925              | 5-20-5222                    | Insurance                            | 1,000                           | 1,000                           | 1,000                           |                                |
| 689                 | 682                 | 652                 | 443              | 5-20-5251                    | Office Phone/Cell/DSL                | 700                             | 700                             | 700                             |                                |
| 1,249               | 1,445               | 1,545               | 1,387            | 5-20-5252                    | Office Utilities                     | 1,400                           | 1,400                           | 1,400                           |                                |
|                     |                     |                     |                  | 5-20-5313                    | Equipment Repair                     |                                 |                                 |                                 |                                |
| 1,329               | 426                 | 794                 | 556              | 5-20-5330                    | Building or Land Maintenance         | 500                             | 500                             | 500                             |                                |
|                     | 4,101               | 149                 |                  | 5-20-5345                    | Inventory Purchases                  | 1,000                           | 1,000                           | 1,000                           |                                |
| 5,505               |                     | 2,996               | 2,518            | 5-20-5421                    | Parks/Grounds Maintenance            | 3,000                           | 3,000                           | 3,000                           |                                |
| 175                 |                     | 0                   | 50               | 5-20-5440                    | Equipment & Furnishings              | 500                             | 500                             | 500                             |                                |
| 417                 |                     | 75                  | 332              | 5-20-5490                    | Materials and Services Other         | 500                             | 500                             | 500                             |                                |
| <u>10,138</u>       | <u>7,543</u>        | <u>7,311</u>        | <u>6,389</u>     |                              | Total Materials and Services         | <u>8,800</u>                    | <u>8,800</u>                    | <u>8,800</u>                    |                                |
| <u>4,431</u>        | <u>4,504</u>        | <u>4,579</u>        | <u>4,600</u>     | 5-60-7126                    | Interfund Transfer - Capital Reserve | <u>4,600</u>                    | <u>4,600</u>                    | <u>4,600</u>                    | 150-123                        |
| <u>(1,307)</u>      | <u>(2,357)</u>      | <u>842</u>          | <u>12,185</u>    |                              | Total Department Revenue (Expense)   | <u>0</u>                        | <u>0</u>                        | <u>0</u>                        |                                |



## 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.

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

Berdie asked about the coverage for public liability. Hoen stated the City does not cover liability

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

9  
10 Purcell summarized that they should start with the easement documents to understand the  
11 easement. Hoen added that the City Planner might be able to get information from the County  
12 about the easement.

13  
14 Commissioner Johnson stated that she walked the Urban Trail from the wetlands to 5<sup>th</sup> Street and  
15 noted there was not clear direction to the adjoining trail. Langley clarified that Trails had named  
16 that section the Urban Path and that they were waiting for the archeological study to find out  
17 where they could dig to install signage.

#### 18 19 **B. Facilities Manager**

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

27  
28 Hoen reported from March 4 to March 22, 2019 the Multipurpose room and kitchen would be  
29 closed for the floor installation. She noted that classes are being moved to Room 8 and the Lions  
30 Club Hall. Hoen added the City received the report indicating there was no asbestos present.  
31 Hoen asked the contractor if removal of the tiles would result in additional expenses and was told  
32 there would be no additional labor costs but there would be an additional dump fee of  
33 approximately \$500.

34  
35 Shrock asked for an update on the Farmer's Market. Hoen reported the group was working on  
36 their internal structure, the vendor application, and the fee structure. Hoen added that the group  
37 was amenable to keeping the Commons building closed and adding an extra porta-potty.

38  
39 Commission Hempen asked Hoen to include a summary of project progress in her monthly  
40 report. Purcell summarized the situation with the sump pump and power outages, and suggested  
41 they could explore some type of egress lighting with making the electrical issue to get the sump  
42 pump on the backup generator. Hoen added that the sump pump project has expanded to the  
43 level of a CIP and required more planning.

44  
45 Hoen summarized that the energy audit has begun, the inspector has inspected the facilities, and  
46 she was waiting on his analysis and report.

1  
2 **C. Year to Date Revenues and Expenses**

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

12  
13 Commissioners discussed the \$4,200 expended of the total budget of \$8,800. Rick McClung  
14 reported they had two estimates for repairs on the Little Log Church which were about the same.  
15 He indicated it would likely be more cost effective to tear down the building and building a  
16 replica for \$250,000 to \$300,000. McClung reviewed the history of the City acquiring the  
17 building from the County in the 1970s/1980s and a subsequent remodel that was not done to  
18 code. McClung suggested there might be grant funding to help with the remodel, but noted the  
19 building was not listed on the historic register. Hoen added that the Little Log Church Board  
20 was aware of the City getting estimates that might include a teardown and that her contact had  
21 been Karl Christiansen. Hoen explained the extent of damage with the foundation and walls.

22  
23 Johnson expressed concern for giving Hoen so much work. Purcell stated he would go to  
24 Council to ask what they wanted Parks and Commons to do regarding the Little Log Church.  
25 Shrock asked for clarification on grants. Hoen stated they need a scope of work to create the  
26 RFP and apply for grant funding.

27  
28 2. Trails: McClung raised the transfer of Ocean View Drive to the City and the upgrades  
29 to the 804 Trails. He noted the upgrades to the culverts and roadway was one phase and the  
30 modifications to the trail and signage was another phase. He indicated there was \$172,000 in the  
31 804 Mitigation Funds to be use solely on the trail. He stated there had been preliminary ideas for  
32 viewing decks and a boardwalk. He suggested that Parks and Commons contract with a third  
33 party to review the trails plans and develop a comprehensive plan for the improvements to the  
34 804 Trail. He estimated the cost to be around \$10,000.

35  
36 McClung summarized that the County was going to re-sleeve the culverts, pave from 2<sup>nd</sup> to 7<sup>th</sup>  
37 streets, and replace the guardrails. McClung indicated that the traffic direction would be one-  
38 way, but it was not determined which direction and that the County would provide signage. He  
39 added the County was paying for the archeological testing to be able to dig into that area.  
40 McClung noted the Council and Public Works and Streets Commission were involved in setting  
41 the direction of traffic. He clarified that the trail will be re-graveled and compacted and the City  
42 would have input on the choice of rock.

43  
44 Commissioners supported the idea of contracting with a third party to develop a comprehensive  
45 plan. McClung indicated he wanted to use Visitors Amenities Funds to cover the cost of  
46 developing the plan. Hempen clarified the section of the 804 Trail through the State Park was

1 under the jurisdiction of State Parks. State Parks would need to approve any changes to that  
2 section.

3  
4 Hempen moved to recommend establishing a CIP for up to \$10,000 using Visitor Amenities  
5 Funds to hire a third party to develop a Comprehensive Vision and Plan for the 804 Trail  
6 improvements: Aye – 6; No – 0.

7  
8 3. Commons: Berdie asked about the spending on maintenance and custodial. Hoen  
9 explained that amount should be budgeted for \$15,600.

#### 10 11 **IV. Business**

##### 12 **A. Trails Budget FY19-20**

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

15  
16 Gordon moved to pass the Trails FY19-20 to the Finance Committee: Aye – 6; No – 0.

##### 17 18 **B. Little Log Church and Museum Budget FY19-20** – not in packet

##### 19 20 **C. General Review Parks and Commons Projects**

21 Covered earlier and ongoing.

##### 22 23 **D. Goals for Upcoming Year**

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

30  
31 The Commission discussed how they get or do not get follow up on the projects they  
32 recommend. Gordon noted most of their projects were pushed back into future years. Shrock  
33 believed the Commission needed to express their ideas to Council. Minute taker Anderson stated  
34 one reason for having a representative from each Commission on the Finance Committee was to  
35 give the Commissions a voice to push for funding for their projects.

36  
37 The Commission discussed whether they were responsible for maintenance of the 501 Building  
38 and concluded they would only have responsibility if that space were rented.

39  
40 Purcell asked for clarification on how the Commission communicates with Council. Anderson  
41 explained the City Manager had a form to complete for getting on the Council agenda that asked  
42 for the question before Council and a brief description.

43  
44 Hempen suggested that all Commissioners have copies of:

- 45 1. Yachats Commons Policy
- 46 2. Parks and Open Space Master Plan (December 2017) – which was not complete

1           3. Waldport's Parks and Recs Master Plan

2  
3 Purcell suggested these items be included as a packet for new Commissioners.

4  
5 Hempen asked about the park at the end of W 7<sup>th</sup> Street by the little red house and whether that  
6 was a City park. Gordon stated he always sends his customers to this park, noting it has one of  
7 the best geological formations. Langley speculated that this location was one possibility for  
8 erecting a lookout deck.

9  
10 The Commission discussed the line of communication between the Trails Committee and the  
11 Parks and Commons Commission. Purcell believed that recommendations from Trails should go  
12 through Parks and Commons. Langley indicated Trails included their meetings in their monthly  
13 report. Gordon had less of an issue with not being notified of meeting involving Trails,  
14 especially when timely matters arise.

15  
16 Hempen asked to have reports a week in advance of Commission meetings.

17  
18 **IV. Other Business**

19       **A. From the Commission**

20       **B. From the floor**

21  
22 With no further business to discuss, Purcell adjourned the meeting at 5:03 pm.

23  
24  
25  
26  
27 \_\_\_\_\_  
28 John Purcell, Chair

\_\_\_\_\_

29  
30 Minutes prepared by H.H. Anderson, March 4, 2019

## TRAILS COMMITTEE – Parks and Commons report – March 21, 2019

Trails (3/2/2019) – Like the February Trails session, the March Trails work session experienced a great turnout of 22 volunteers. We split into two groups: one making improvements to the upper Prospect Trail -- cleaning and regravelling steps and removing ivy and blackberry. The second group again attacked ivy and blackberry to the west of the commons (as this is an on-going challenge) and made improvements to the New Urban Forest Path within the 5<sup>th</sup> Street right-of-way to Ocean View Drive.

YIPS! (3-16-2019) – 22 volunteers worked at two locations – weeding, putting down weed cloth, and spreading chips at the Amanda gathering area and clearing ever present ivy in the Wetlands Park area. Most of us spend a pleasant hour afterwards visiting at the Drift Inn while enjoying beverages and snacks courtesy of Linda Hetzler.

Trails Committee meeting (2-1-2019) – The five Trails Committee leaders held a public meeting at the Commons during which we developed a proposed budget for the next fiscal year.

Suspension Bridge Project – Carlson Engineering was able to redesign the bridge to keep the south end on the Kittel property and rather than on Forest Service property. This will eliminate many hoops. Joanne is in the process of donating 2.5 acres to OPRD so they will have control of the area of the bridge and the gathering area. Since Angell Job Corps cannot work on private property, Joanne and OPRD staff working with Jeff Bolles, Program Director with Job Corps came up with a solution. Since the trail will need to be closed during the time of tree removal, the recommendation is that tree removal happen two weeks after spring break and before Memorial Day weekend when foot traffic on the Amanda Trail really picks up. A site meeting is scheduled for this week.

View the Future has restarted fundraising for the bridge again and hopes to hear about the Spirit Mountain grant by March 28<sup>th</sup>. Joanne gave an interview to Quinton Smith about the suspension bridge project.

Urban Forest Path – We are ready to install a sign and a short length of split rail fence at the west end of the path as soon as archeological surveys are completed.

804 S – Trail Leaders prepared and submitted to the City a set of recommendations for improvements to navigational signage along the 804 S Trail and for placement of interpretive signs.

Trail system map – Wally and Bob have developed a mockup of a design for a map of the City trail system. After review by other trails leaders and, likely, some refinement, we will submit it to the City which will take the project over from that point.