

1. Agenda

Documents:

[PC_AGENDA_04-19-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[PARKS AND COMMONS MINUTES - 4-19-2018.PDF](#)

[FACILITIES MANAGER REPORT APR 2018 - 4-19-2018.PDF](#)

[FINANCIAL REPORT MAR 2018 - 4-19-2018.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, April 19, 2018 at 3:00pm

- I. Call meeting to order
 - II. Approve Minutes of March 15, 2018
 - III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Friends of the Commons
 - D. Year to date Revenues and Expenses
 - IV. Business
 - A. Maxine Johnson
 - B. Update on projects
 - V. Other Business
 - A. From Commission
 - B. From the floor
- DISCUSSION

Commission meets the third Thursday of each month.

Next meeting: Thursday, May 17, 2018 at 3:00pm

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

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

POSTED: 4-13-18

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

March 15, 2018

Minutes

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

I. Minutes

Commissioner Shrock moved to approve the February 15, 2017 minutes: Aye – 5; No – 0. Minutes approved. (Ojeda late)

II. Reports

A. Facilities Manager

Facilities Manager Heather Hoen reported she is meeting with a structural engineer about the 501 building, basement, and current Library building. She noted the engineer would have to cut into concrete floor at the 501 Building to check for rebar.

Hoen reported she has been working with the Sheriff's Department about transients sleeping in Picnic Shelter. She added Dave Rieseck and Public Works are looking into building doors for the front of the picnic shelter. She added she is turning off power to the outlets when not in use so that only lights go on from dusk to dawn.

Hoen noted Ace Alarms has developed a plan to bring the Commons alarm system into compliance, and the Fire Marshall has approved the plan. They are waiting on county approval. The cost estimate is \$8,600. She added the alarm workers can address the 120-volt circuits but will need an electrician to work on the panel boxes.

Shrock asked Hoen about information on marquis being left up for a week after the event. Shrock wanted to see the reader board have something at all times. He suggested added events earlier if nothing else going on.

B. Yachats Trails Committee

Commissioner Johnson asked for clarification on the State's mandate to complete the Oregon Coast Trail and whether the State is providing financial assistance. Loren Dickenson noted there were funds previously for the 804, but he was not sure if those still were available.

1
2 Johnson asked where she could see Amanda Creek Bridge plans. Langley suggested
3 she talk to Joanne Kittel. Dickenson noted there are FEMA funds involved in this
4 project.

5
6 Johnson asked for clarification on the exercise equipment for the wetlands trail.
7 Dickenson noted Lauralee and Ron Brean are in charge, and he understood the
8 exercise equipment would be items like a balance beam, not a treadmill. Langley
9 suspected the equipment was more along the lines of static equipment on a parcourse.

10 11 **C. Friends of the Commons**

12 Friends President Rose Valentine reported eighteen months ago they were considering
13 putting in LED lights on the stage. She stated that after seeing the extension cords on
14 the stage, they want to resume the project. She noted LED lights would make the stage
15 cooler and use less electricity. She indicated the Friends are partnering with Polly
16 Plumb Productions and One of Us Productions to do the project and will share the cost
17 and responsibility. Stephen Farrish has agreed to be the project manager. Meredith
18 Howell has offered to write for grants. Valentine expected to have a plan for Parks and
19 Commons at their April meeting. She noted they would address all of the electrical
20 issues on the stage.

21
22 Valentine announced they are hosting another Community Coffee Break on May 27,
23 2018.

24
25 Moore thanked Valentine, the Friends, and One of Us for working together. He asked
26 Valentine to run plans by Hoen.

27
28 Ojeda clarified that the Friends Board meetings were on the second Tuesday of the
29 month at 5:30 in Room 3.

30 31 **D. Year to Date Revenues and Expenses**

32 Johnson clarified whether the changes they made at the last meeting were incorporated
33 into the document presented. Moore indicated they were.

34 35 **III. Business**

36 Moore reminded Commissioners to not "Reply All" to an email from Moore, adding that
37 they could reply to Moore individually. Moore explained a "reply all" constituted a public
38 meeting.

39 40 **A. South Entrance Sign**

41 Moore noted the sign is the shape of the sign on the north end of town and incorporates
42 the new City logo. He noted the current sign is south of the city limits, and the new sign
43 would be on the northeast side of Windy Way on City property. ODOT has
44 given its approval. If Commissioners approve it, Moore hoped to complete the project

1 by the end of the fiscal year. Johnson believed the law was that if the sign were
2 breakaway, it could be closer to the highway. Moore indicated the foundation was to be
3 determined. Langley asked if the spot was in the area of the only off-street parking
4 area. Joanne Kittel asked if the City could remove some of the blackberries and brush
5 to create another usable area for parking.
6

7 Commissioner Bass asked if there were plans to have the north and south signs match.
8 Moore concurred matching signs was a good idea. He indicated the decision would be
9 contingent on the cost of the south sign. Ojeda indicated he liked the north sign and
10 how it blended with the natural environment. Johnson suggested reusing the south sign
11 for marking the Commons.
12

13 Johnson asked who would be giving final approval of the project. Moore stated Parks
14 and Commons was in charge, and the Council has approved the logo and the CIP.
15 Shrock noted the north sign does not stand out.
16

17 Gordon moved to approve the sign as designed: Aye – 6; No – 0.
18

19 **IV. Other Business**

20 Since the last meeting, Moore reported he presented their recommendations on the
21 rental policy to the Council on March 7, 2018. He noted a Councilor asked the
22 Commission to consider making the Commons free for all nonprofits. No Commissioner
23 wanted to reopen the discussion.
24

25 Next month Maxine Johnson will present a proposal about having a Yachats Commons
26 Day to raise money so that “by donation” events would not have to collect donations.
27 Moore clarified that she was only considering the ongoing exercise groups, not the
28 major events.
29

30 Moore also reported he met with the Little Log Church Board to re-establish their
31 relationship with the Parks and Commons Commission.
32

33 Moore reported Public works would be removing some trees in the northwest corner of
34 the wetlands as they are presenting a safety danger to nearby property and to people.
35 Bass noted Public Works had been using a backhoe to prop up one tree to keep it from
36 falling on Betty Johnstone’s house.
37

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

39 **B. From the floor**

40 Betty Bahn (146 Spruce Street) indicated she was part of the group who developed the
41 original Parks Plan. Bahn noted Rieseck’s plan did not involve a licensed landscaper.
42 She stated the Department of State Lands (DSL) was concerned with the water flow
43 moving in or out of the wetlands. She asserted the current plan does impact the water
44 flow by having a path. She noted the first plan cost \$40,000 for the evaluation and

1 grading work. She suggested adding elements could impact the approval of the DSL
2 plan that began around 2002. She noted things like wood on boardwalks could not
3 touch the soil and they could not use any treatment on the wood. She specifically noted
4 the exercise path on the north end would impact the outflow. She recalled the
5 landscape architect had noted the Spruce root fields need to be kept clear, as they
6 could withstand foot traffic but not any gravel or bark on top of them. She noted a 24"
7 culvert is hidden in areas behind picnic shelter to collect water in that area to direct into
8 the pond. She noted at the time they were aware the flow might change, in which case
9 they might have to readdress the situation. The original landscape architect was Dr.
10 Stewart from Oregon Sate University. She noted the State took into account that the
11 flow had already been impacted prior to their work. She recalled the north end had
12 once been blown out by dynamite as locals thought stagnant water was not healthy for a
13 school.

14
15 Bahn indicated a professional sports trainer had told her that the selection of equipment
16 was significant when considering an elderly population, suggesting there might be a
17 liability over a mature population using equipment like chin-up bars or elevated balance
18 beams.

19
20 Johnson noted the Rieseck plan was done with lots of community input.

21
22 Moore stated the Commission has recommend to Finance that they fund the fitness trail.
23 He indicated he would take her concerns to the City Manager.

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26 With no further business to discuss, Moore adjourned the meeting at 3:59 pm.

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32 _____
Chair W. John Moore

Date

33
34 Minutes prepared by H.H. Anderson, April 3, 2018

Facilities Manager Report

April 2018

Newport Plumbing and Dolphin Construction have completed the Men's Bathroom remodel with exception of the dividers between the urinals.

Ace Alarm has installed the fire alarm that we were required to bring us up to code.

Doors for the Picnic shelter are being built, so that we may secure the area. More signs are being installed as well, for better enforcement of no camping, trespassing after hours ect.

I have been working with Dennis Lowery, Structural Engineer on the basement area of the Commons, 501 building and existing Library. He has done a preliminary on the basement and Library. The 501 building requires the flooring to be removed from the entirety of the building. The cracking is much larger than anticipated. I have contacted a contractor to give me a bid on what it would cost to make the changes to the basement the engineer recommends.

I have been in contact with roofers to do bids for roofing that we need to have replaced. Starting after the 1st of July for the repairs needed.

Our weekly schedule is running smoothly. New larger events being added daily to our yearly calendar.

The heaters in council room are dead and dying. It is my recommendation to replace them with ductless units like the ones in the rest of the building.

The flooring in the Multi-purpose room is continuing to get worse almost daily. The original cost was \$24,484.00 for MP Rm, Kitchen and storage area. This project was paid for by the City.

Respectfully Submitted

Heather Hoen

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS AND FEES	26,000	582.50	14,382.33	11,617.67	55
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	582.50	32,182.33	11,617.67	73
3-60-4860	GENERAL FUND SUPPORT	71,500	--	71,500.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	23,800	--	23,800.00	--	100
	OPERATING TRANSFERS	95,300	--	95,300.00	--	100
T O T A L DEPT 124 R E V E N U E		139,100	582.50	127,482.33	11,617.67	92
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	3,064.71	29,940.49	1,459.51	95
	PERSONNEL SERVICES	31,400	3,064.71	29,940.49	1,459.51	95
5-20-5222	INSURANCE	4,500	--	5,375.64	875.64	119
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	--	129.13	270.87	32
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	24.62	773.84	2,026.16	28
5-20-5252	OFFICE UTILITIES	6,500	619.70	4,121.23	2,378.77	63
5-20-5260	PROFESSIONAL SERVICES	36,000	3,000.00	28,300.00	7,700.00	79
5-20-5317	TOOLS & SMALL EQUIPMENT	500	470.49	499.26	74	100
5-20-5330	BUILDING OR LAND MAINTEN	14,000	2,356.85	9,706.51	4,293.49	69
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	1,228.81	9,993.17	1,506.83	87
5-20-5490	MATERIALS/SERVICES OTHER	500	--	205.93	294.07	41
	MATERIALS AND SERVICES	76,700	7,700.47	59,104.71	17,595.29	77
5-50-5800	CONTINGENCIES	4,000	--	--	4,000.00	0
	OTHER USES	4,000	--	--	4,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000	--	27,000.00	--	100
	INTERFUND TRANSFERS	27,000	--	27,000.00	--	100
	TOTAL PERSONAL SERVICES	31,400	3,064.71	29,940.49	1,459.51	95
	TOTAL MATERIAL & SERV	76,700	7,700.47	59,104.71	17,595.29	77
	TOTAL CAPITAL OUTLAY	31,000	--	27,000.00	4,000.00	0
	TOTAL ALL OTHER	139,100	10,765.18	116,045.20	23,054.80	87
T O T A L DEPT 124 E X P E N D I T U R E						83

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS OR FEES	3,000	--	27.00	2,973.00	1
	REVENUE	3,000		27.00	2,973.00	1
3-60-4860	GENERAL FUND SUPPORT	6,600	--	6,600.00	--	100
3-60-4863	VISITOR AMENITIES SUPPORT	20,000	--	20,000.00	--	100
	OPERATING TRANSFERS	26,600		26,600.00		100
TOTAL DEPT 125 R E V E N U E		29,600		26,627.00	2,973.00	90
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	3,600	--	401.19	3,198.81	11
	PERSONNEL SERVICES	3,600		401.19	3,198.81	11
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	53.18	4,407.13	15,592.87	22
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	1,393.02	9,202.00	3,202.00-	153
	MATERIALS AND SERVICES	26,000	1,446.20	13,609.13	12,390.87	52
	TOTAL PERSONAL SERVICES	3,600		401.19	3,198.81	11
	TOTAL MATERIAL & SERV	26,000	1,446.20	13,609.13	12,390.87	52
	TOTAL CAPITAL OUTLAY					0
TOTAL DEPT 125 E X P E N D I T U R E		29,600	1,446.20	14,010.32	15,589.68	47
TOTAL FUND 240 R E V E N U E		214,800	1,218.00	328,101.72	113,301.72-	153
	FUND PERSONAL SERVICES	36,800	3,163.79	31,160.10	5,639.90	85
	FUND MATERIAL & SERV	133,800	15,821.24	97,682.76	36,117.24	73
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	39,200		35,200.00	4,000.00	90
TOTAL FUND 240 E X P E N D I T U R E		209,800	18,985.03	164,042.86	45,757.14	78
	FUND PRIOR BALANCE			181,825.89		
	NET FUND BALANCE			164,058.86		