

1. Agenda

Documents:

[PC_AGENDA_05-17-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[FINANCIAL REPORT APR 2018 - 5-17-2018.PDF](#)

[PARKS AND COMMONS MINUTES - 5-17-2018.PDF](#)

[TRAILS REPORT MAY 2018 - 5-17-2018.PDF](#)

[FACILITIES MANAGER REPORT APR 2018 - 5-17-2018.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, May 17, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of April 19, 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. Commons Roof Bids DISCUSSION / VOTE
 - B. Commons Policy Update DISCUSSION / VOTE
 - C. 804 Trail South DISCUSSION
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, June 21, 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.

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	7,761.83	22,144.16	3,855.84	85
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	7,761.83	39,944.16	3,855.84	91
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	7,761.83	135,244.16	3,855.84	97
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	3,147.86	33,088.35	1,688.35-	105
	PERSONNEL SERVICES	31,400	3,147.86	33,088.35	1,688.35-	105
5-20-5222	INSURANCE	4,500	--	5,508.79	1,008.79-	122
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	--	129.13	270.87	32
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	24.62	798.46	2,001.54	29
5-20-5252	OFFICE UTILITIES	6,500	570.13	4,691.36	1,808.64	72
5-20-5260	PROFESSIONAL SERVICES	36,000	3,000.00	31,300.00	4,700.00	87
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	499.26	.74	100
5-20-5330	BUILDING OR LAND MAINTEN	14,000	1,240.14	10,946.65	3,053.35	78
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	526.96	10,520.13	979.87	91
5-20-5490	MATERIALS/SERVICES OTHER	500	--	205.93	294.07	41
	MATERIALS AND SERVICES	76,700	5,361.85	64,599.71	12,100.29	84
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
T O T A L DEPT 124 E X P E N D I T U R E		139,100	8,509.71	124,688.06	14,411.94	90
	TOTAL PERSONAL SERVICES	31,400	3,147.86	33,088.35	1,688.35-	105
	TOTAL MATERIAL & SERV	76,700	5,361.85	64,599.71	12,100.29	84
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALT OTHER	31,000		27,000.00	4,000.00	87

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	2,659.74	7,066.87	12,933.13	35
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	6,001.91	15,203.91	9,203.91	253
	MATERIALS AND SERVICES	26,000	8,661.65	22,270.78	3,729.22	86
	TOTAL PERSONAL SERVICES	3,600		401.19	3,198.81	11
	TOTAL MATERIAL & SERV	26,000	8,661.65	22,270.78	3,729.22	86
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
TOTAL DEPT 125 E X P E N D I T U R E		29,600	8,661.65	22,671.97	6,928.03	77
TOTAL FUND 240 R E V E N U E		214,800	7,878.33	335,980.05	121,180.05	156
	FUND PERSONAL SERVICES	36,800	3,147.86	34,307.96	2,492.04	93
	FUND MATERIAL & SERV	133,800	16,325.18	114,398.38	19,401.62	85
	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	19,473.04	183,906.34	25,893.66	88
	FUND PRIOR BALANCE			163,668.42		
	NET FUND BALANCE			152,073.71		

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

April 19, 2018

Minutes

Chair John Moore called to order the April 19, 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, Scott Gordon, Derek Ojeda, and Michael Hempen. Absent: Dean Shrock, Ruth Bass. Also Present: Facilities Manager Heather Hoen, Trails Lead Bob Langley, Friends Board President Rose Valentine. Audience: 2.

I. Minutes

Commissioner Ojeda moved to approve the March 15, 2017 minutes: Aye – 5; No – 0. Minutes approved.

II. Reports

A. Facilities Manager

Facilities Manager Hoen reported she received an estimate for the beam installation (under \$10,000). She also met with a roofer and will be getting a bid. Hoen asked the Commission what color they wanted. Hoen recommended black because it absorbs more sun and will adhere better. Commissioner Johnson asked if Dave Rieseck's plan had a color scheme for the roof. Moore indicated he would research any recommendations in the Parks Master Plan.

Hoen noted the substrate is tongue and groove and that plywood is current standard. The contractor will provide estimates for both keeping the substrate as is and for laying a plywood subfloor.

Commissioner Johnson asked why the floor in the 501 needed replacing. Hoen explained the floor did not need replacing, but the slab cracks needed to be assessed, which required removal of all flooring. Hoen reported there are two large east-to west cracks and one large north-to-south. The walls are sitting on the slab, not on the foundation. The structural engineer has asked for hole to be cut in the slab in order to assess rebar and reinforcement. Moore estimated the floor was a 4" pour with no reinforcement. Moore noted the remedy might be contingent upon the use of the building.

Hoen reported a person asked her if they could use the convection oven for early morning baking (3 am to 9 am). Commissioners concurred this use was not appropriate both for the time of day and for their position on limiting exemptions.

B. Yachats Trails Committee

Bob Langley reported the cemetery board was not willing to allow an evacuation trail to

1 go thought cemetery land so that trail is not being pursued. Langley noted the Ridge
2 Trail is not appropriate for an evacuation route. For the Ridge Trail, The trails
3 Committee also needs to get permission from one property owner who has not been
4 willing to allow access so far.

5
6 Langley hoped the Amanda Bridge would be completed by the rainy season. The 200
7 feet span will be anchored on one end on Joanne Kittel's property and on National
8 Forrest land on the other. Kittel reported she wanted to expand the easement around
9 Amanda Grotto.

10
11 Johnson asked about plans for the 804 Trail. Moore noted there is public meeting on
12 May 6, 2018 hosted by the Public Works and Streets Commission to discuss the
13 transfer of Ocean View Drive. Moore discussed the possible outcomes.

14 15 **C. Friends of the Commons**

16 President Valentine referred to a project charter for converting the stage lights to LED
17 lighting, which would reduce heat production and energy usage. The Friends of the
18 Commons, Polly Plumb Productions, and One of Us are partnering for this project. She
19 noted the lighting contractor noted railings for lighting are suitable. System will be very
20 user-friendly. Valentine indicated the estimate for total costs was \$ 26,500, with 5,000
21 being contributed by the City. The City contribution would consist of \$4,000 for in-wall
22 electrical work and \$1,000 for in-kind labor provided by Hoen.

23
24 Moore clarified he heard the electrician state the panels were appropriate, which means
25 no wall work is necessary and the project total is around \$21,500. Valentine provided
26 the following estimated revenues:

27 \$15,000 Grant from Oregon Community Foundation, written by Meredith Howell
28 \$ 5,000 donation from One of Us Productions
29 \$ 3,000 from July fundraising event
30 Friend covering the remaining

31
32 Valentine reported Howell stated they will not find out about the grant award until
33 October, and they hope to have the lights in by November 2018.

34
35 Valentine reported the Friends were not part of the flooring installation in the
36 multipurpose room. She noted she was told the long span of the floor joists meant there
37 was flexing in the floor, which was why they chose a floating floor and why the current
38 floor is slipping. Hoen disagreed, noting Alsea Granite was supposed to remove the
39 tiles underneath, install a subfloor, and install a vapor barrier. None of that work was
40 done. Hoen had not heard any flooring company indicate there was a problem with the
41 joists.

42
43 Hoen reported the original invoice was for \$24,000 to cover the multipurpose room and
44 the storage room.

45
46 Valentine indicated the Friends would discuss the refrigerator and freezer at their next

1 meeting.

2
3 **D. Year to Date Revenues and Expenses – no comments**
4

5 **III. Business**

6 **A. Maxine Sheets-Johnstone**

7 Sheets-Johnstone wants to have a Yachats Commons Celebration Day, which was first
8 suggested six years ago around the Philosophical Forum, which met in Room 3. She
9 noted a forum is a public gathering and should have free access to the Commons. She
10 read a letter to former Mayor Ron Brean from December 2013, where she argued a
11 Commons Celebration Day would bring in more funds than the currently received from
12 by-donation events. She read from other letters to City Council and staff.

13
14 Moore noted the Commission has changed the policy for using Room 3 so that
15 community groups can use the room at no charge. He noted they specifically
16 considered the Forum when adjusting the size limit 25.

17
18 Moore noted the by-donation money generated about \$8,000 per year that goes to the
19 Friends of the Commons. He noted it costs about \$80,000 to run the Commons and
20 they receive about \$20,000 per year from rentals.

21
22 Sheets-Johnstone was emphatic about eliminating the \$5 by-donations. Hempen asked
23 if Sheets-Johnstone would organize a Celebration Day event or did she want the City to
24 take responsibility. She indicated she wanted the City to get behind it.

25
26 Ojeda was concerned about who would be responsible to coordinate such an event.
27 Hempen and Gordon wanted to consider the matter further. Johnson and Gordon were
28 skeptical about the ability to raise more money than what is currently being generated.

29
30 Anderson suggested Sheets-Johnstone was wanting to eliminate the \$5 suggested
31 donation for other events at the Commons, such as the Quilt Show. Moore indicated
32 Sheets-Johnstone told him she was not concerned about that type of event.

33
34 **B. Projects**

- 35 1. Men's Room: Moore reported the project is completed except for dividers,
36 which are on back order. Moore expressed gratitude to Hempen for
37 coordinating the work.
- 38 2. South Entrance Sign: Moore clarified the sign will be in the ODOT right of way
39 and it needs to be a breakaway sign. Ojeda noted the Lion's Club has a
40 signage by the current sign and suggested they might contribute to the
41 new sign.
- 42 3. Picnic Shelter Door: Moore reported the doors are hung and awaiting glass.
43 The project is coming in under budget.
- 44 4. Landscaping in front of Commons: The City Manager has indicated the slope
45 was too steep to do gradual sloping from the sidewalk down to the
46 entrance. She suggested installing a minor retaining wall, which Public

1 Works could address in the fall.

2 5. Budget: The Finance Committee had to trim CIP projects due to excessive
3 demand. He noted there are several projects with high priority such as
4 replacing the roof and stabilizing the basement. The public restroom and
5 Community Park amenities have been pushed back one fiscal year to
6 2019-2020
7

8 **C. Basement Beam**

9 The recommendation is to install a 7½-inch glue-laminated beam 62 feet long,
10 supported by nine posts. The bid was \$9,987 for the entire project. Ojeda asked about
11 the status of YYFAP. Hoen noted that once the fire alarm was tested YYFAP could go
12 back into the basement. The Fire Marshall approved of the occupancy as long as work
13 is being made to remedy the structural issues.
14

15 Gordon moved to approve spending \$9,987 for installing a beam and support posts in
16 the basement for the stability the Commons floor: Aye – 5; No – 0.
17

18 **IV. Other Business**

19 **A. From the Commission**

20 Ojeda reported he will be absent in May.
21

22 **B. From the floor - none**

23
24 With no further business to discuss, Moore adjourned the meeting at 4:03 pm.
25
26
27
28
29

30 _____
Chair W. John Moore

Date

31
32 Minutes prepared by H.H. Anderson, April 21, 2018

TRAILS COMMITTEE – Parks and Commons report – May 17, 2018

YIPS! (4/21/2018) – The YIPS! session was replaced with a Trails work session. 3 stone steps were added in the Prospect Garden and 6 steps were added between 3rd and King Streets. Weeds were removed from many existing steps and some ivy was cut on the upper part of the trail. More than 20 volunteers participated and most met at the Drift Inn afterwards to enjoy one another's company.

Trails (5/5/2018) – 15 volunteers worked in three areas: weed eating and trimming along the N portions of the Amanda Trail; removing salal and other unwanted vegetation along the public trail through the Gerdemann Botanical Garden; and installing a water diversion board and a 12' boardwalk on a portion of the Ya'Xaik Trail.

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.

National Trails Day (6/2/2018) – Loren, Joanne, Bob, and Wally met with Kraig Lindelin and Brian Hoeh, of Siuslaw NF. It was agreed that National Trails Day will be celebrated with a work session centered around removing hazardous roots on the Saint Perpetua Trail. The work session will be followed by a potluck at Joanne's house. Jan will handle publicity. Commission members are invited to participate.

Trails volunteer T-shirts – We are designing some t-shirts that we intend to make available to volunteers for purchase and are considering giving one to our most active volunteers.

Amanda Creek Bridge – Higher ups in the OPRD administration made the decision not to build the proposed bridge across Amanda Creek. Instead, OPRD will install a bridge similar to the one that was washed away.

OPRD native plant nursery – Approximately 5 trails volunteers spent the day on May 10th and 17th helping complete the construction of the OPRD native plant nursery on Beaver Creek.

TKO weekend classes (5/10 to 5/13/2018) – Loren and Bob as well as active trail volunteers Mike Hempen and Andy Doremus attended the Trailkeepers of Oregon "Tread School" in Zigzag, OR. It was a very productive weekend, focused on trail stewardship, construction, and maintenance.

Cape Perpetua Talk (5/25/2018) – For the fifth year, Joanne will give a talk about our trails and local First Nation history to 16 SNF summer rangers and seasonal employees at the Cape Visitor Center.

Trails Meeting with SNF - Joanne will meet with Kraig Lindelin and Brain Hoeh to help decide how Cape Perpetua Trail donations will be spent. Joanne initiated the CP Trail donation project 2 years ago and it has resulted in the donation of several thousand dollars.

March volunteer hours = 130

Year-to-date volunteer hours = 749 (through March)

Facilities Manager Report

May 2018

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

Dennis Lowery, Structural Engineer has finished his preliminaries on the buildings. We are following his recommendations for the beam installment in the basement of the Commons. I am working on getting bids for the work that needs to be done on the other buildings.

I have received three bids for the roof on the Commons to be reviewed and approved.

Our weekly schedule is running smoothly.

It is my recommendation to replace them with ductless units like the ones in the rest of the building. The cost of these units is about \$3,000-4,000.

I am working with the city attorney to solve our flooring issues in the gym. His recommendation is not to pursue litigations, because it would cost more than what the floor is worth. He is writing a letter to the contractor to see if we can get some of the money back for the flooring.

I have been working with the City's insurance for some clarification on when we need event insurance from users.

Respectfully Submitted

Heather Hoen