

1. Agenda

Documents:

[PC_AGENDA_06-21-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[PARKS AND COMMONS MINUTES - 6-21-18.PDF](#)

[TRAILS REPORT JUNE 2018 - 6-21-18.PDF](#)

[DRAFT COMMONS POLICY - 6-21-18.PDF](#)

[FACILITIES MANAGER REPORT JUNE 2018 - 6-21-18.PDF](#)

[FINANCIAL REPORT MAY 2018 - 6-21-18.PDF](#)

[PARKS AND COMMONS APPROVED MINUTES - 6-21-18.PDF](#)



**CITY OF YACHATS
PARKS & COMMONS
COMMISSION
REGULAR MEETING**

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, June 21, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of May 17, 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. Volunteers needed for sanding picnic tables DISCUSSION
 - B. Heaters for council chamber DISCUSSION / VOTE
 - C. Commons Policy Update DISCUSSION / VOTE
 - D. 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, July 19, 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.

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

May 17, 2018

Draft Minutes

Chair John Moore called to order the May 17, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, and Michael Hempen. Absent: Scott Gordon, Derek Ojeda, and Ruth Bass. Also Present: Facilities Manager Heather Hoen, Trails Lead Bob Langley, and Friends Board President Rose Valentine. Audience: 8.

I. Minutes

Commissioner Hempen moved to approve the April 19, 2017 minutes: Aye – 4; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen asked for questions regarding her report. Commissioner Johnson asked for an explanation about the costs associated with replacing the roof. Hoen summarized the bids were for \$70,000, \$77,000, and \$145,000. Hoen noted the roof is 16,000 square feet, while an average residence might be 1000 square feet. Hempen asked why one bid was double the others. Hoen explained the high bid includes removing the entire old roof, even the tongue and groove portion, which involves extra time and additional dump fees. Hoen indicated she has talked to the bidders about their costs differences.

Hoen explained she has been in contact with the City Attorney about the situation with the multipurpose room floor. The attorney indicated they would send a letter to the floor installation company.

Hoen reported the beam has been installed in the basement. Commissioner Shrock asked how functional the space was with the additional nine posts. Hoen indicated there is approximately nine feet between the posts and YYFAP Director Alice Beck is considering options to keep the children from running into the poles.

Johnson asked if rebates were available to replace the wall heaters with ductless units. Hempen clarified the rebate is from Central Lincoln PUD, as Federal and State monies are no longer available.

B. Yachats Trails Committee

Bob Langley reported National Trails Day is June 2, 2018, and there will be a celebration at Cape Perpetua and a potluck that follows. He highlighted they are making shirts which volunteers could purchase. Joanne Kittel reported Jeff Bridges, the Project Manager, said the more expansive, 23 feet high bridge was declined at the

1 Salem offices. Kittel noted Bridges argued the bridge keeps getting destroyed about
2 every fifteen years from the debris that gets into the stream due to logging. The new
3 project will likely be lower, approximately six feet above the creek level, and span 80
4 feet. Kittel explained they have \$124,000 in current funding, but will need \$40,000 more.
5 She noted View the Future would contribute \$12,000 and the City \$5,000.
6

7 **C. Friends of the Commons**

8 President Rose Valentine reported the Friends would not be moving forward with the
9 LED stage lighting project. The base price was approximately \$32,000 and the parties
10 involved did not believe they would get a return on their investment as the stage lighting
11 is so infrequently used. Valentine also noted One of Us Productions was on hiatus and
12 is not certain of what they could contribute.
13

14 Valentine reported the Friends Board made a decision to dissolve the nonprofit.
15 Valentine noted the energy and commitment of the group is down, and they believe their
16 original vision to create a community center has been completed. Hempen clarified the
17 decision to resolve the Board was unanimous.
18

19 Shrock asked where the money given to the group would go. Valentine noted the
20 Friends would be responsible about how their funds are dispersed according to the
21 criteria for nonprofits. Johnson asked why they would not use the funds to get the LED
22 lighting project done as part of disbursing their funds. Johnson asked about the safety of
23 the existing lighting on the stage. Valentine reported as long as the extension cords are
24 unplugged when the lights are not in use, the area is safe.
25

26 Moore clarified that the Friends are still holding a community meeting on May 22, 2018.
27 Moore asked if citizens spoke up at this meeting and volunteered to serve, would the
28 Friends be amenable. Valentine replied that their mission has been completed.
29

30 Moore noted the by-donation monies are currently being deposited into the Friends
31 account, and asked the Friends to change that allocation to go to the City.
32

33 **D. Year to Date Revenues and Expenses – no comments**

34 **III. Business**

35 **A. Commons Roof Bids**

36 Moore suggested the bid from Stutzman and Kropf for \$145,280-147,445 be put aside
37 in favor of the lower bids from Northwest Roofing in Alsea and Jagow and Son in Otis.
38 Both stipulated for 40-year shingles. Jagow would upgrade to 60 mil pvc for the poly
39 membrane for \$750 more, and Northwest's base bid includes the 60 mil poly. Moore
40 noted Northwest Roofing planned to reuse the stainless steel vents while Jagow
41 recommend replacing the vents. Hoen noted Northwest planned to put extra glue on
42 the west facing areas to help with protection from winds. Hoen added Northwest had
43 been approved to do the roof three years ago, but the work was never done as the
44 roofer was never given a date to install. Northwest is willing to do the job in July 2018
45 and Jagow can do the work in August/September 2018.
46

1 Johnson suggested if the bids were comparable, Hoen could make the decision.
2 Hempen expressed concern about the vents, as they are a significant point of roof
3 failure. Shrock agreed that replacing the vents would be a better approach.
4

5
6 Moore asked Hoen to ask Northwest what it would cost to replace the vents. Hoen
7 added Northwest had noted in their bid to remove the antenna mast.
8

9 Moved to allow Hoen to proceed with Northwest as a roofing contractor, with the
10 addition of replacing the stainless vents: Aye – 4; No – 0.
11
12

13 **B. Commons Policy Update** – postpone until June meeting
14

15 **C. 804 Trail South**

16 Joanne Kittel reported the leaders have been especially focused on the 60 meters from
17 the Landmark to Beach St where there is no trail. She noted Councilor Frye had asked
18 the Trails Committee to make recommendations for this leg of the trail and to present at
19 the June Council meeting. Kittel explained her letter contains a summary of the work
20 they have done over the last two years. Kittel noted she contacted the Oregon State
21 Historical Preservation Office (SHPO) to find out what archeological issues would need
22 to be addressed. She reported she had provided information on the type of surface
23 needed for a trail that could withstand the rains, winds, and salt (granite rather than
24 basalt). She highlighted the appendix indicated possible funding sources. Loren
25 Dickenson provided a drawing of what the boardwalk could look like. Bob Langley
26 added that the State has mandated that the 804 Trail be completed.
27

28 Kittel clarified the Trails Committee wanted to apprise the Commission and asked for
29 support the concept. She noted the decision about traffic flow would affect how much
30 room they have to work with. Kittel indicated she had discussed using the 804
31 mitigation funds with Lincoln County Counsel Wayne Belmont. She reported Belmont
32 seems supportive of using mitigation fund to build a deck in the Marine Drive area. She
33 did not know how much money was left in the funds.
34

35 Johnson noted the Parks Master Plan has an overlook at 5th Street. Kittel noted that
36 area was where cars park. Johnson asked if the boardwalk had to be cantilevered or
37 whether posts could go underneath the path. Loren Dickenson explained they would
38 need to do soil and archeological studies to determine how it should be constructed.
39

40 Hempen clarified the main issues are safety, the State mandate's to complete the trail,
41 and the County's support of the effort. Hempen added the boardwalk would greatly
42 enhance that area of the City. Hempen suggested they look at the project in terms of
43 Phase I (the 60 meter stretch) and Phase II (the lookouts and areas north of the area).
44

45 Shrock asked about how the findings of the archeological sampling would affect the
46 build. Kittel explained the archeologist would make the decisions and could allow

1 building even if there are shell middens. However, if more artifacts were found, they
2 could prohibit any disturbance of the area.

3
4 Kittel noted there is a dangerous point from 2nd/3rd to 6th Streets and asked that the
5 Council consider this danger when deciding about traffic flow. Shrock asked about the
6 possibility of stabilization of the embankment in that area. Moore explained the
7 County's attempt to add rip raff in that area was stopped by a lawsuit. Kittel noted the
8 policy of State Park is to let nature take its course.

9
10 Commissioners and Kittel discussed ramifications of continued erosion cutting off
11 access to the area and eventually to homes.

12
13 Dickenson noted even the gravel from 7th to Aqua Vista cannot be used with walkers
14 and strollers. Ann Stott reported she could not walk in that section with her walker.

15
16 Hempen moved to recommend to the City Council the adoption of the Trails
17 Committee's Phase I project and to support the Phase II project: Aye - 4; No - 0.

18 19 **IV. Other Business**

20 **A. From the Commission**

21 Johnson raised the issue of an added retaining wall in the area in front of the Commons
22 and asked why the Commission was not in charge of making that decision. Moore
23 explained the slope was too steep to have a safe gradual descent. Johnson asked for
24 an image of how the area might appear. Shrock was also surprised that this decision
25 had been made without their input. Moore indicated he would go with Johnson and
26 Shrock to the area following the meeting to review the concept.

27 28 **B. From the floor - none**

29
30 With no further business to discuss, Moore adjourned the meeting at 4:10 pm.

31
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36 _____
37 Chair W. John Moore

Date

38 Minutes prepared by H.H. Anderson, May 21, 2018

TRAILS COMMITTEE – Parks and Commons report – June 21, 2018

YIPS! (5/19/2018) – 14 volunteers participated and worked at three different sites around town: Commons Wetland park; Whale Tail park; and Prospect Garden. Numerous weeds bit the dust. Additionally, two crew members have spent several hours at locations near highway 101, removing Scotch broom. There is still a population around the Yachats Farmstore and Brewery that needs attention.

Trails (6/2/2018) – The trails work session coincided with the 7th Annual National Trails Day; 32 people, including Siuslaw National Forest staff, summer rangers, and Yachats Trails Committee volunteers partnered on a work project to improve the St. Perpetua Trail. Tasks including trimming brush, removing impediments like roots, and shoring up sections of trail were completed on over a mile of trail; it looks great! The work session was followed by a potluck at Joanne's house.

804 S Trail – At the request of the City Council, on 6/6, Trails Committee members presented our vision for the 804 S Trail. It was decided to “lump” that project in with the Ocean View Drive project. Many important non-trail decisions remain to be made and they will have an impact on any decisions involving upgrading several parts of the 804 S Trail.

804 N Trail – OPRD will be undertaking a project on 6/15 to rehabilitate a 100 yard section of trail several hundred yards N of the Overleaf Lodge.

Amanda Creek Bridge – On May 31, OPRD coast staff, Loren, and Joanne held an Amanda Trail Bridge Project Planning Meeting. All options were discussed. The first option to pursue is a suspension bridge pending cost and approval for a variance from FEMA. Funding options were also discussed.

OPRD native plant nursery – 7-8 trails volunteers will be working with OPRD on June 15 building plant storage tables for the nursery being developed on Beaver Creek. Project manager, Celeste Lebo, has arranged for an Americorps crew to help with ivy removal on the 804 Trail next month.

Ivy Pull – Planning has been ongoing and the Ivy Pull will be on August 18.

La De Da Parade – Trails volunteers will be participating in the parade but we will not be giving out wildflower seeds as in prior years.

PCTA weekend classes (6/2 and 6/3/2018) – Bob attended classes held by the Pacific Coast Trail Association and Deschutes National Forest near Sisters. The classes were Trails 200 = trail design and Trails 201 = trail drainage issues. Among the things learned is that trails at the coast have their own unique characteristics and issues.

April hours = 77.5

Year-to-date volunteer hours = 826.5 (through April)



YACHATS COMMONS

POLICY MANUAL

Adopted by City Council July 11, 2018
June 13, 2018 July 9, 2015

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FACILITIES AND MANAGEMENT

The Commons includes the Commons building and the City-owned grounds (4.85 acres) between 4th Street and 6th Street. This area includes the playground, open area, sports field, and wetlands/woods to the east property line of lots on Ocean View Drive.

The Commons, as City property, is under the general supervision of the Yachats City Council. As established by ordinance, the Parks and Commons Commission is responsible for advising the Council. The Parks and Commons Commission comprises seven members appointed by the Council who serve three-year terms. The Commission elects one member to act as Chair. The City ~~Manager-Recorder~~, and City Hall support staff, ~~and User Support Manager~~ are responsible for daily operations of the facility.

The City has the right to deny any or all privileges to a party violating Commons policy. Any person suspended from a Commons event or program for misconduct will not be allowed to use any portion of the Commons building or grounds during the term of suspension.

Questions regarding facilities and management may be discussed with the City ~~Manager-Recorder~~, and City Hall support staff, ~~or the User Support Manager~~.

PARKS AND COMMONS COMMISSION

The Parks and Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and the City Budget Committee.

STANDARDS

Decisions made by the Parks and Commons Commission are based on considerations that include:

- time availability
- environmental impact
- noise level
- availability of parking
- impact on neighbors
- potential for litter
- degree of renter's need for help from staff
- applicant's rental history, if any, at the Commons

FRIENDS OF THE COMMONS

The Friends of the Yachats Commons Foundation (Friends) is a nonprofit 501(c)(3) organization whose mission includes the support of the Commons as a community center. The Friends is a volunteer group, and membership is open to anyone in the community. The Friends elects a board of directors who manage the organization. Major goals are the development and management of fundraising events and the encouragement of diverse use. Funds raised are used to make improvements to the Commons

BULLETIN BOARDS AND ADVERTISING

City of Yachats
Reader Board Policy
Adopted June 13, 2018

The City has two Reader Boards within the Commons Building. This Policy applies to both Reader Boards.

The purpose of the City's Reader Boards is to provide space for local organizations, groups and individuals to display notices that promote awareness of services and events of interest to the community. The Reader Boards are not a public forum.

After City-related services and programs, notices will be posted on a first-come, first-served basis. Postings must be submitted to City staff and all postings must comply with this Policy. The City does not discriminate against postings based on viewpoint but reserves the right to determine which postings are unacceptable for the Reader Boards. Postings found to violate this Policy are subject to removal.

Posting Guidelines

1. Postings are subject to the availability of space. Preference will be given to items that are no larger than 11" x 17".
2. The City reserves the right to refuse or remove any posting that does not comply with these the following requirements:
 - A. Postings should relate to topics of community interest or community events.
 - B. Personal, commercial or profit-making postings will not be accepted.
 - C. Postings should not: advertise or solicit for businesses; advocate illegal activity or violence; promote products or political organizations; endorse a position or particular stance on current political campaigns, candidates or ballot measures; endorse a particular religious belief; infringe on copyrights, trademarks or intellectual property rights of others; contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content; contain threatening or defamatory remarks about a person's race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, gender identity, source of income, domestic partnership or familial status; or contain information that may compromise the safety or security of the public, invade privacy, or pertain to an on-going investigation.

3. The City is not responsible for the preservation or protection of postings.
4. Postings are subject to removal and disposal after two weeks.
5. Submission of a posting constitutes acceptance of this Policy, which may be revised from time to time.

~~All items to be posted on the bulletin boards must be left with City Hall staff. Postings regarding commercial events or sales or business advertisements are not allowed.~~

MAIN HALLWAY BULLETIN BOARD

This board is used solely for posting information about Commons events or community events held in the Commons and information pertaining to the City of Yachats.

NORTH HALLWAY BULLETIN BOARD

This board is used for posting information about Greater Yachats and regional events and local nonprofit programs and classes.

OUTSIDE READER BOARD

The reader board is managed ~~and kept current~~ by the ~~Facilities Manager-Friends and kept current by Friends volunteers~~. Use of the reader board is prioritized as follows:

1. Emergencies
2. Commons/Friends events

To have an event considered for display ask the ~~Facilities Manager-Commons User Support Manager~~ when renting the space.

HEALTH AND SAFETY

TOBACCO SMOKING

The Commons building is a ~~NON SMOKING OR VAPING NO TOBACCO~~ area. Smoking ~~Tobacco use~~ is prohibited on Commons property.

DOGS

During normal business hours, and at any other time when any part of the Commons building is in use, dogs accompanying their owners into the Commons building must be leashed. Dogs providing security when the building is not in use by the public may be off leash.

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FIRE SAFETY

Attendance in any space may not exceed the capacity of that space posted on the emergency exit plan or vary from the specified type of use. Tables, chairs, and other objects may not be placed or allowed to remain in corridors, hallways, or doorways per fire codes. The Yachats Fire District Chief may be asked to inspect the setups for any large event to ensure compliance with fire and safety codes.

Flammable materials, including but not limited to oils, candles, combustible fuels, kerosene, gasoline, or pyrotechnics (fireworks), may not be used or stored in the building, with the exception of Sterno-heated chafing dishes used by a licensed food establishment, with permission granted by the City Manager Recorder or City Hall support staff.

~~All public meetings must be held in rooms with two exits. Rooms 3 and 7 have only one exit each.~~

VIOLATIONS

Any renter found in violation of the health and safety regulations above will be given written notice that no future contracts for use of the Commons by that renter will be approved by the City.

ENVIRONMENTAL VALUES

FRAGRANCES

The City of Yachats supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the City's citizens, staff, and visitors, City facilities open to the public are encouraged to maintain a fragrance-free environment. Please refrain from using scents, including those related to personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person can feel safe and comfortable. Your cooperation is greatly appreciated.

DISPOSABLE PLASTIC BOTTLES

~~Yachats is a village that values natural resources. Water packaged in disposable plastic bottles and transported from remote locations unnecessarily consumes fossil fuel resources and creates a lasting waste management problem not only for our community, but for the entire planet. Therefore, the City Council requests that users of the Yachats Commons and other City properties refrain from the use and sale of water pa~~

~~ckaged in disposable plastic bottles.~~

SECURITY

Security and proper supervision of events are major concerns. All events must have adult supervision.

Hired security personnel may be required for out-of-town sponsors of active recreational, dance, or concert events, or evening events lasting more than 2 hours and/or attended by more than 50 people in the multipurpose room or a major portion of the building. ~~A volunteer may provide services, but to be security and be paid for services there must be a certificate from the State of Oregon.~~

When professional security services are required, the City may contract with the Lincoln County Sheriff's Office on an hourly basis. Security costs are not included in the room rental rates and will be charged in advance at the going rate. Upon payment of the invoice for the Sheriff's services, any remaining money will be returned to the renter.

Users wishing to contract for security privately must provide acceptable proof of such contract with a certified professional security provider.

Determinations regarding the need for security will be made case by case on the basis of information on the contract or by interview with the renter. Decisions regarding security are made at the discretion of the City ~~Manager Recorder~~ or City Hall support staff in consultation with the User Support Manager.

ALCOHOL USE/SALE

The sale or consumption of alcohol at events in the Commons and on Commons grounds will be by written permission from City Council only. Requests for such permission must be presented in writing on an Application for Use of Alcohol on City Property form. These forms are available at City Hall. The completed form must be submitted to the City ~~Manager Recorder~~ for approval by either the Mayor or City Council President.

The sale and consumption of alcohol will be contained within well-defined boundaries. Hours of sale and security requirements will be determined by the Oregon Liquor Control Commission (OLCC) with input from the Lincoln County Sheriff's Office.

The sponsoring group will be responsible for maintaining adequate controls to ensure that:

- servers are at least 21 years of age
- no person under the age of 21 is served
- alcohol will be consumed within designated areas
- no cans/bottles of alcohol will be brought into the event area from outside the event area
- no person will be served who appears to be intoxicated

Security must be provided by the sponsoring group or the Lincoln County Sheriff's Office solely at the expense of the renter. Security staff must be situated at each point of distribution to enforce regulations and the end of event. Alcohol will be limited to beer and wine only, two cups per customer per visit and dispensed in cups only -- cans or bottles are not to be sold.

The City, OLCC, or Sheriff's Office may close the sale of alcohol at any time during an event at their discretion.

The City Council may require a written statement outlining how an applicant plans to comply with the OLCC regulations as well as OLCC service permits for any group that will be serving alcohol.

FIREARMS SALE/DISPLAY

The Commons building, including its grounds, is a public facility by state law, and is also used for Municipal Court. Sale or display of firearms, as defined by state law, is prohibited in the Commons or on the grounds by any renter holding a Yachats Commons Use Permit/Contract. Any violation of the firearms policy may be cause for and result in cancellation of an existing permit/contract and a ban on future rental of the Commons by the violator of this policy. Paid security staff with proper permits and certifications are allowed to carry firearms.

RESERVATIONS

All reservations for use of the facilities of the Commons including the picnic shelter and sports field must be made through the *GoYachats.com* reservations system. This process ensures a record of facility rentals that meets state record and retention policies. For information and assistance, the ~~Facilities User Support~~ Manager may be called at 541-~~272-4213~~.

Renters shall be allowed to reserve rooms up to three years in advance.

Arts and Crafts Festivals, when the primary activity is vender booth selling to the public, are limited to eight (8) per year.

ROOM DESCRIPTIONS AND DETAILS

ALL RESERVATIONS

When room rentals are made, the type of activity and associated noise level will be considered. The working hours of City Hall (8:30 a.m. - 4:30 p.m. weekdays) will be taken into consideration. Noisier events will normally be held in the north end of the building.

Food shall not be prepared or served in any rooms that are carpeted. During building-wide events, food must be prepared and served out of Room 5 (Commons Kitchen) only. Any exceptions shall be made at the discretion of the City ~~Manager Recorder~~ or City Hall support staff in consultation with the ~~Facilities User Support~~ Manager.

With the exception of lease agreements with the Yachats Youth and Family Program, no room will be allocated for exclusive permanent rental.

Room 1 (Civic Meeting Room) Not available for rent.

This room is used by City Hall from 8:30 a.m. to 4:30 p.m. for City Council meetings, Commission meetings, work sessions, and other open public meetings. At the discretion of the City ~~Manager Recorder~~ or City Hall support staff, ~~the audience half of the room~~ may be rented for conferences and seminars, ~~or for events that book the Multi-purpose room, the Kitchen, Rooms 8 and 3, and need additional space~~ at times when not in use by the City.

Room 2 (City Hall Offices) Not available for rent.

Room 3

This room has a capacity of 49 seats without tables. It has a small pull-down screen for presentations. Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Room 4 (Preschool)

This room is rented on a long-term basis to the Yachats Youth and Family Activities Program (YYFAP) for use as a preschool. Renters wishing to use this room shall contact YYFAP to inquire about use of this space.

Room 5 (Commons Kitchen)

Room 5 is the designated Commons Kitchen and has an exterior exit door. All food for an event shall be prepared and/or served from Room 5. If an event requires use of the kitchen facilities, the kitchen rental rate will be charged in addition to the rent for any room(s) being used for the event. Room 5 may also be rented without the use of the

kitchen facilities. Renters of this room may be impacted by multipurpose room noise. Maximum occupancy: 49 people, with or without tables.

The kitchen facilities are commercially approved and include a 6-burner gas stove, double-wide reach-in cooler, filtered drinking water, coffee-maker, triple sink, and 150 place settings.

Room 6 (Friends/User Support Manager's office) Not available for rent.

Room 7

Room 7 has a capacity of 27 seats without tables. A wall of north-facing windows provides soft light. **Room 7 is not available to rent individually, but may be rented for large events that also book the Multi-Purpose Room, the Kitchen, Rooms 8 and 3, and that need additional space.**

Room 8

Room 8 has a capacity of 49 people without tables. A wall of north-facing windows provides soft light. This room has an exterior exit door.

Multipurpose Room/Stage

This large room with a stage at one end and two basketball hoops is used for recreation, sports, dances, plays, concerts, and exercise classes. It is also appropriate for seminars, conferences, and festivals. Event lighting is available, as well as spotlights for the stage. Audio is also available.

Stage use shall be limited to pre-approved theater and performance events. Exceptions shall be considered on a case-by-case basis by the City **Manager Recorder or their designee.**

Maximum occupancy for theater seating is 225, with no more than 17 chairs in a row and a 4-foot aisle. Other configurations with fewer chairs in a row and more aisles may be approved if adequate safety precautions are provided. Maximum occupancy with tables: 162 people including serving staff; 14 round tables, 8 people per table. Serving table allowed. Aisle between double doorways must be left open. Aisle of 4 feet between all tables for craft show setup. Clearance on southwest door 4 feet.

Basement (Yachats Youth and Family Program and storage) Not available for rent.

ROOM USE CATEGORIES AND RENTAL RATES

ROOM USE CATEGORIES

Free Use

- Yachats government (City Council and Commissions)
- Community events to raise funds for the Commons
- ~~Friends of the Commons fundraising events~~
- Yachats Youth and Family Program
- Friends of the Yachats Library for their book sale
- Fee-waived groups and activities for public information/input at the City Recorder's discretion (e.g., candidates' forum; government agencies)

Use by Donation

- Open community gym and exercise programs, and recurring open community events that do not generate income for the instructor, sponsors or individuals (e.g., yoga, zumba, tai chi, discussion groups, song circles).
Sponsors should solicit donations with all donations submitted to City Hall the Facilities Manager for credit to Parks and Commons in lieu of rent.

Community Use

* Room 3 is available by reservation for individuals or groups to hold small meetings in which no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Non Profit Use ~~Community Use~~

- Non-recurring nonprofit events that build a stronger sense of community while benefitting the individual: educational, sports, cultural and arts, recreation, social
- Nonexclusive service clubs/organizations
- Tax-supported agencies (e.g., community colleges)
- ~~Other federal, state, or county government agencies~~
- Commercial events open to the public that are sponsored by nonprofit groups or organizations (e.g., Chamber of Commerce Arts and Crafts Fair)
- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) where the public is invited and donations are solicited for the benefit of local nonprofits or the Commons
- Hardship fundraising events not involving commercial activities, organized by a group of community members to benefit another community member in need

Private Use

- Private meetings or events with restricted access (e.g., family reunions, wedding receptions)
- Fundraising events involving commercial activities organized by a group of community members to benefit another community member in need (e.g., a fair or show where the funds for the community member in need are raised from the rental of space to commercial vendors who will be selling products for their own profit).

- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) not involving donations to local nonprofits or the Commons, whether public or private.

Commercial Use

- Commercial or for-profit events open to the public, i.e., activity for which the purpose of the rental is to make profits for an individual or company.

RENTAL RATES AND OTHER FEES

Rental Rates for Commons Rooms

Space	Commercial Use	Private Use	Non Profit Use
Meeting Rooms 3, 5, 7, 8	\$36/hr \$180/day	\$18/hr \$90/day	\$9/hr \$45/day
Meeting Room 3	\$24/hr \$120/day	\$12/hr \$60/day	\$6/hr \$30/day
Multipurpose room	\$60/hr \$300/day	\$30/hr \$150/day	\$15/hr \$75/day
Kitchen	\$100/half-day \$200/day	\$50/half-day \$100/day	\$25/half-day \$50/day
Use of coffee-maker only	\$15	\$10	\$5

Rental Rates for Equipment

Equipment	Rental Price	Rental on Site?	Rental off Site?
Dishes	\$15	yes	No
Black chairs	\$2.50 each	no	Yes
Folding chairs	\$1.50 each	no	Yes
Rectangular tables	\$5.00 each	no	Yes
Round tables	\$5.00 each	no charge	Yes
Theater lighting	\$100	Yes	No
Folding chairs	n/a	n/a	n/a
Digital projector	n/a	n/a	n/a
Cordless mike	n/a	n/a	n/a

Rental of Commons equipment for off-site use is based on availability and the needs of Commons users and renters, who have priority in all cases. Equipment shall not leave the building except as approved by City Hall staff. Rental forms must be completed and fees paid to the City before any equipment can be released.

Rehearsal Time

Rehearsal time for events under contract will be free and available within reason. Rehearsal times will be accommodated as much as possible provided the space is not needed for paying events. If paying events come up, rehearsals will need to be rescheduled or moved to another room. Rehearsal time can be guaranteed by paying Community rates.

Set-Up/Clean-Up

~~Renters paying Commercial and Private rates will be charged for set up and clean up time exceeding one hour. The fee will be charged by the hour or by the day, whichever is less.~~

- No charge for setup time after 5:00 p.m. the day prior to the event.
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Cleaning/Damage Deposit

~~A refundable cleaning/damage deposit of \$200 for the multipurpose room and \$100 for each meeting room is required and is to be paid in advance.~~

A \$100.00 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500.00 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.

If the reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

A deposit will not be charged for memorial services. All other uses require a deposit to be paid up front.

Renters will be financially responsible for the value of any lost equipment or damage beyond normal wear and tear in excess of the deposit amount.

If the facility is left clean, the deposit will be returned. City Hall staff in consultation with the ~~Facilities User Support~~ Manager has the right to charge users for whatever cleaning or repair may be required, based on actual time and materials needed.

CONTRACTS AND APPEALS

City Hall staff in consultation with the ~~Facilities User Support~~ Manager will determine rental categories. Special contracts may be negotiated with the Parks and Commons Commission.

Contracts for ongoing renters are generally issued on a multi-month basis and are reviewed at least annually and extended at any time by the City ~~Manager-Recorder~~. Contracts may be revoked at any time by the City ~~Manager-Recorder~~.

Decisions made by the City ~~Manager Recorder~~ or City Hall staff may be appealed to the Parks and Commons Commission. Decisions made by the Parks and Commons Commission may be appealed to City Council.

INSURANCE

Certain activities, performances, events, and instructional classes require insurance and the documentation of a Certificate of Liability Insurance if Commons facilities or grounds are to be used.

The following lists represent the types of uses that will require certificates of insurance. They should not be considered complete listings.

A. Organized dance or sports instruction and participation.

- Recreational dance
- Tumbling
- Baton
- Martial arts
- Cheerleading
- ~~Meetings~~

B. Single-event activities.

- Festivals
- Concerts
- Dances

C. Multiple or long-term educational or recreational programs involving children.

- Preschool, day care
- Alternative education
- Baton, dance, or physical fitness instruction

D. Instructional programs involving overtly hazardous equipment, tools, or materials.

Liability insurance will have a \$500,000 single limit.

Documentation of coverage through existing business, residential, or organization insurance may be acceptable. The City of Yachats shall be listed as Certificate Holder.

Certificates of Insurance for single events are to be attached to rental contracts. For ongoing events, records must be kept of annual dates, certificates that expire, and notice given to renters prior to such expiration.

Determination regarding the need for certificate may be necessary on a case-by-case basis, depending on information on the rental contract or by interview. Certificate of Insurance must be received (with contract and rental fee) prior to the event.

OTHER RENTAL CATEGORIES

GRAND PIANO

Residents of Yachats and visitors are encouraged to use the grand piano. In order to maintain this fine instrument and ensure its prolonged use, the following guidelines have been established.

The piano will be kept in a secured garage on the stage of the multipurpose room when not in use.

The piano will be moved in and out of its garage only by experienced users or under the supervision of City Hall staff, the User Support Manager, or a Friends volunteer.

The piano will be tuned as needed. The tunings will be scheduled by City Hall staff. The piano may receive additional tunings at the renter's discretion and expense. However, a technician approved by City Hall staff must be used.

Persons wishing to use the piano must fill out a request form and submit it to City Hall staff for approval.

There are to be absolutely no food or drinks on or near the piano.

Students under the age of 16 using the piano must be supervised by an adult at all times.

A small console piano is available for use by community members at no fee. Please see City Hall staff to use it.

Daily Rental Rates for Grand Piano

Commercial	Private	Community
\$100	\$50	\$25

A damage deposit of \$100 is required of all renters.

Fees may be waived at the discretion of the City Recorder for groups such as Friends of the Commons or One of Us Productions that have supported and made substantial contributions to the Piano Fund and to the Commons, or for individuals who sponsor fundraising events to raise money for the Commons.

STAGE/SOUND/LIGHTING

The Friends have installed professional-grade sound and lighting equipment on the Commons stage in order to provide the opportunity for community and commercial activities such as theatrical events, music and dance performances and recitals, lectures, speeches, poetry readings, and screening of films and videos.

~~In order to maintain this equipment and provide for its prolonged use, the following guidelines have been established. A \$100 stage lighting fee will be charged. This fee is split 50/50: \$50 for stage lighting equipment and \$50 for an authorized trained stage lighting technician. The Friends may provide assistance for a donation. Community theater groups may have members trained as authorized technicians.~~

Rental of the stage will be at the discretion of the City ~~Manager Recorder~~ for uses other than events that are usual and customary activities associated with a stage.

Structures, stage sets, attachments, or equipment added to the stage will be approved by the City ~~Manager Recorder~~.

No food or drinks are allowed on the stage.

Only UL-approved electrical cords in safe working condition may be used and are to be connected to wall outlets in such a manner as not to interfere with the drapes.

Children under age 18 must be supervised by a responsible adult at all times.

The main drape on the stage shall be pulled closed when events in the multipurpose room might cause damage to the stage and/or its equipment (e.g., basketball, volleyball, softball, etc.)

RENTERS' RESPONSIBILITIES

Oregon law (ORS 105.682, et seq.) provides that the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in building and/or park, such as use of a meeting room or the picnic shelter, do not apply to other uses of the building, the park or the public trails, or to your ability to enter other areas of the building, park or public trails. Therefore, the City of Yachats is not liable for injuries, death or property damage arising out of any use of building, park or public trails for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property.

1. All applicants for rental space must be 18 or older.
2. City Hall is responsible for working with renters to ensure compliance with policies and any contract agreement(s); however, the renter is liable for that compliance.
3. The Commons ~~Facilities User Support~~ Manager will coordinate with each renter to determine equipment needs and will check rooms/equipment for damage and cleanliness at the beginning and end of an event. Each renter is responsible for special needs on the reservation form prior to the event and for leaving the rooms clean/usable or better for the next renter. Renters are responsible for setting up and tearing down their own events and returning Commons property to its original location(s).
4. Renters must also determine the need to use their own personal equipment (e.g., extension cords).
5. City Hall does not clean rooms, wash dishes, or empty trash (with the exception of the rest rooms). The cleaning supply closet across the hall from Room 4 is stocked with brooms, mops, paper products, etc. It should be relocked after use. Trash containers should be emptied into the dumpster in back of the Commons and new liners put into the containers. Recycle bins are available outside near the southwest wall.
6. All renters are responsible for obtaining the proper permits and licenses needed for their particular events or food service. Copies of those permits and licenses must be submitted to City Hall and attached to the rental contract. The Yachats Prepared Food and Beverage Tax shall be collected and submitted when applicable.
7. The Commons building is a NO ~~SMOKING TOBACCO~~ area. ~~Tobacco use~~ Smoking or vaping is prohibited on Commons property.

8. Alcohol use will not be permitted without prior written approval of City Council. An Application for Use of Alcohol on City Property form must be submitted and approved prior to the event. This form is available inside City Hall.
9. Renters should be aware of the statement on fragrances under the Environmental Values heading and should make reasonable efforts to comply with its requests.
- ~~10. Renters should be aware of the information on disposable plastic bottles under the Environmental Values heading and should make reasonable efforts to comply with its requests.~~
- ~~11-10.~~ Only those rooms contracted for are to be used. Renters will contact City Hall if any changes in rooms are to be made, additional space is required, or equipment needed.
- ~~12-11.~~ The driveway in front of the Commons is for dropoff and handicap access only. Renters must ensure that no vehicles are parked in that area during events.
- ~~13-12.~~ No tables, chairs, or other objects may be placed or allowed to remain in the hallways except as approved by the Fire Marshall or Yachats Fire District Chief.
- ~~14-13.~~ Equipment may not be removed from the building without prior approval of City Hall staff in consultation with the User Support Manager.
- ~~15-14.~~ Renters are responsible for locking the room(s) they have used at the end of the scheduled use. Renters shall also coordinate with other users to ensure that all rooms in the building and the building's main doors are locked at the end of the day. If the key checked out to them for their use will not lock any doors they find unlocked, they should call the User Support Manager at 541.961.4258 for assistance. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
- ~~16-15.~~ Renters are responsible for replacement of lost or damaged equipment and repairs to rooms. Nails or tacks, etc., are prohibited as a means of securing items to walls, railings, ceilings, etc. Only painters' tape is permitted.
- ~~17-16.~~ Renters will make reasonable efforts to assure that any person who conducts him/herself in a disorderly manner and/or minors who have consumed alcoholic beverages do not remain on any part of the premises during activities. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
- ~~18-17.~~ Renters will not permit violations of federal, state, or local laws to occur in connection with their activities.
- ~~19-18.~~ Renters should contact City Hall Monday-Friday from 8:30 to 4:30 (except holidays) for assistance at 541.547.3565. Otherwise, the **Facilities** User Support Manager is available at 541.961.4258.
- ~~20-19.~~ Linens, catering, and all decorations are the renter's responsibility.
- ~~21-20.~~ The City of Yachats is not responsible for lost items.
- ~~22-21.~~ Reservations are not firm until a completed contract has been signed by renter and City.
- ~~23-22.~~ If there is a need for clarification or interpretation of the Rental Agreement, a request may be made to speak to the Chairperson of the Parks and Commons Commission.

USE OF KEYS

GENERAL RULES

Keys are only for the use of the person/organization checking them out and only for the scheduled rental(s). Renters/users are reminded that they must clear any extra or extended use with City Hall ahead of time. Keys may be picked up at the City Hall office M-F, 8:30-4:30.

If the key checked out to renters for their use will not lock any doors they find unlocked at the end of their event/activity, they should call the ~~Facilities User Support~~ Manager (541-272-4213) for assistance.

Renters owing money (e.g., fines, etc.) related to Commons use are not allowed further room rental or key checkout until the money is paid

MASTER KEYS

These keys are for maintenance, security, and fire protection personnel only. They will not be checked out to renters/users.

LONG-TERM USE

Renters/users with a signed contract/agreement that use the Commons more than once a week may be given a key on a long-term basis. This privilege may be requested when the rental agreement is signed. Approval can be given by the City ~~Manager Recorder~~ and will be reviewed regularly.

CHECKOUT

Keys are checked out for scheduled events. City Hall staff may collect deposits and will keep appropriate records.

DEPOSITS

~~A refundable deposit of \$15 per key may be collected at checkout. The deposit will be refunded upon prompt return of keys. The deposit may be waived by the City Recorder.~~

KEY RETURN

Keys are to be returned within 24 hours after the end of the scheduled use or by the next business day to City Hall or to the City's drop box at the southernmost doors in the front of the building.

LOST KEYS

All costs related to re-keying and duplicate keys will be charged to the renter/user at the going business rate.

STORAGE

| As negotiated with the City Hall staff in consultation with the ~~Facilities User Support~~ Manager, cabinets in the Commons may be used for storage. This convenience is primarily for long-term renters. Users are responsible for all materials and supplies stored and for locking them up. Users must supply City Hall with a set of keys for any lock installed.

| If additional storage is needed that could require replacement of a portable cabinet, case, or large items in rooms, arrangements must be made with City Hall staff in consultation with the ~~Facilities User Support~~ Manager.

The City is not liable for anything stored or lost in the Commons.

DUMPSTER

For some large events, organizations or groups will be required to provide an additional dumpster or pay for an extra pickup of the City dumpster.

CONCESSIONS

If food service is planned for an event, concessions are allowed. All concessionaires and caterers will comply with Business License and Prepared Food and Beverage Tax laws.

BUMPING

Occasionally, in the event of a time conflict, regular or intermittent users may be asked to yield to special uses. When this occurs, City Hall staff will give notice to the designated representative of the user to be bumped.

COMMONS OPEN SPACE

The Commons open space consists of 4.85 acres including a playground, enclosed picnic shelter, sports field, woods, wetland area, open space, and parking.

The exclusive use of the sports field and/or picnic shelter must be made through the *GoYachats.com* reservation system.

.Family use or pickup sports games are permissible as long as events are not scheduled in the area.

PLAYGROUND

The playground is available to individuals or families for their use on a first-come, first-served basis. Use is at one's own risk.

ENCLOSED PICNIC SHELTER

Rental Rates

Commercial Use	Private Use	Community Use
\$36/hr. \$120/day	\$18/hr. \$60/day	\$9/hr. \$30/day

PARKING

Maximum parking available in the area of the Commons building and grounds is 198 spaces, including 8 handicap. Some parking is on private property.

Parking for the Commons is available in the lot at the north end of the building on the south side of 5th Street. ~~The north side of the lot is used by the Bank of the West during business hours.~~ Parking is also available in the back of the Commons. Parking should take place on the south side of the fenced area. For larger events, parking may occur on the north side of the fenced area and on the edge of the grassy area. Parking is also available along 4th Street and west of the retaining wall behind ~~the 501 Building-Bank of the West~~. At all times be aware that children may be in the area. Care should be taken when driving in the vicinity. Vendor use of this area is by permission only.

The driveway in front of the Commons is for drop-off and handicap access only. Renters must ensure that no vehicles are parked in that area during events.

WETLANDS

A part of the open area to the west of the Commons is a delineated wetlands and shall be respected as such. Trails may not be cut in the woods or wetlands area. Pick up all

litter and dispose in appropriate trash containers. Do not dispose of any chemicals or liquids in the area. Do not attempt to feed the fish or birds.

WALKING PATH

The walking path and boardwalks on the Commons property are available to the public. Please stay on the path.

SPORTS FIELD

The sports field is to be used primarily for athletic and play activities. Other uses must be approved by the City Staff. Any organized events/team play must be scheduled through the *GoYachats.com* reservation system. Unless reservations have been so scheduled, the field is available on a first-come, first-served basis.

SKATEBOARDING

Skateboarding is allowed in a designated area with ramps in back of the Commons. The area may be used by skateboarders unless an event is scheduled in this area. Then all ramps must be removed and all skateboarding will stop. Loading and unloading of equipment into the Commons building may also occur in this area and require skateboarding to stop. Skateboarders may not interfere with events that occur in the Commons or on Commons grounds. This includes YYFAP activities and events.

Appendix A – Making a Room Reservation in the Commons Using the GoYachats Calendar/Reservation System

Facilities Manager Report

June 2018

With the dissolution of the Friends of the Commons I have been working with our insurance company and have developed a plan for the City to continue the by donation classes for the community. Our weekly schedule is running smoothly and with this change I anticipate the same. The City will begin receiving the monies from the by donations on the 1st of July.

On the 6th of July the ductless heaters will be serviced and I will receive a bid for the cost of installing the same units in the Council room.

The reroofing of the Commons building will begin on or around the 23rd of July give or take to Northwest Roofing's schedule.

The City's attorney has sent a letter to Alsea Bay Granite requesting that a portion of the \$17,272.50 paid in 2012 be repaid to the City. On the grounds that the flooring is inadequate for our application and we started having problems within a 5 year period.

I should have the locks that I have ordered for the Picnic Shelter soon. I am still working on the most efficient way of locking and unlocking the building for the use of the community.

I am working with Public Works on the repairs suggested by the structural engineer for the 501 building and Garbage can garage as their schedule opens for these projects.

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	3,482.62	25,626.78	373.22	99
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	3,482.62	43,426.78	373.22	99
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
TOTAL DEPT 124 R E V E N U E		139,100	3,482.62	138,726.78	373.22	100
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	--	33,088.35	1,688.35-	105
	PERSONNEL SERVICES	31,400	--	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	66.98	196.11	203.89	49
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	25.08	823.54	1,976.46	29
5-20-5252	OFFICE UTILITIES	6,500	552.11	5,243.47	1,256.53	81
5-20-5260	PROFESSIONAL SERVICES	36,000	3,000.00	34,300.00	1,700.00	95
5-20-5317	TOOLS & SMALL EQUIPMENT	500	26.77	526.03	26.03-	105
5-20-5330	BUILDING OR LAND MAINTEN	14,000	2,456.74	13,403.39	596.61	96
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	75.93	10,596.06	903.94	92
5-20-5490	MATERIALS/SERVICES OTHER	500	150.17	356.10	143.90	71
	MATERIALS AND SERVICES	76,700	6,353.78	70,953.49	5,746.51	93
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		33,088.35	1,688.35-	105
	TOTAL MATERIAL & SERV	76,700	6,353.78	70,953.49	5,746.51	93
	TOTAL CAPITAL OUTLAY	31,000		27,000.00	4,000.00	87
	TOTAL ALL OTHER	139,100	6,353.78	131,041.84	8,058.16	94
TOTAL DEPT 124 E X P E N D I T U R E						

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	918.65	8,501.56	11,498.44	43
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	740.95	15,944.86	9,944.86	266
	MATERIALS AND SERVICES	26,000	1,659.60	24,446.42	1,553.58	94
	TOTAL PERSONAL SERVICES	3,600		401.19	3,198.81	11
	TOTAL MATERIAL & SERV	26,000	1,659.60	24,446.42	1,553.58	94
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
TOTAL DEPT 125 E X P E N D I T U R E		29,600	1,659.60	24,847.61	4,752.39	84
TOTAL FUND 240 R E V E N U E		214,800	4,512.62	340,492.67	125,692.67	159
	FUND PERSONAL SERVICES	36,800		34,922.76	1,877.24	95
	FUND MATERIAL & SERV	133,800	10,219.81	125,134.23	8,665.77	94
	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	10,219.81	195,256.99	14,543.01	93
	FUND PRIOR BALANCE	150,942.87				
	NET FUND BALANCE	145,235.68				

CITY OF YACHATS

PARKS AND COMMONS COMMISSION

May 17, 2018

Approved Minutes

Chair John Moore called to order the May 17, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, and Michael Hempen. Absent: Scott Gordon, Derek Ojeda, and Ruth Bass. Also Present: Facilities Manager Heather Hoen, Trails Lead Bob Langley, and Friends Board President Rose Valentine. Audience: 8.

I. Minutes

Commissioner Hempen moved to approve the April 19, 2017 minutes: Aye – 4; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen asked for questions regarding her report. Commissioner Johnson asked for an explanation about the costs associated with replacing the roof. Hoen summarized the bids were for \$70,000, \$77,000, and \$145,000. Hoen noted the roof is 16,000 square feet, while an average residence might be 1000 square feet. Hempen asked why one bid was double the others. Hoen explained the high bid includes removing the entire old roof, even the tongue and groove portion, which involves extra time and additional dump fees. Hoen indicated she has talked to the bidders about their costs differences.

Hoen explained she has been in contact with the City Attorney about the situation with the multipurpose room floor. The attorney indicated they would send a letter to the floor installation company.

Hoen reported the beam has been installed in the basement. Commissioner Shrock asked how functional the space was with the additional nine posts. Hoen indicated there is approximately nine feet between the posts and YYFAP Director Alice Beck is considering options to keep the children from running into the poles.

Johnson asked if rebates were available to replace the wall heaters with ductless units. Hempen clarified the rebate is from Central Lincoln PUD, as Federal and State monies are no longer available.

B. Yachats Trails Committee

Bob Langley reported National Trails Day is June 2, 2018, and there will be a celebration at Cape Perpetua and a potluck that follows. He highlighted they are

making shirts which volunteers could purchase. Joanne Kittel reported Jeff Bridges, the Project Manager, said the more expansive, 23 feet high bridge was declined at the Salem offices. Kittel noted Bridges argued the bridge keeps getting destroyed about every fifteen years from the debris that gets into the stream due to logging. The new project will likely be lower, approximately six feet above the creek level, and span 80 feet. Kittel explained they have \$124,000 in current funding, but will need \$40,000 more. She noted View the Future would contribute \$12,000 and the City \$5,000.

C. Friends of the Commons

President Rose Valentine reported the Friends would not be moving forward with the LED stage lighting project. The base price was approximately \$32,000 and the parties involved did not believe they would get a return on their investment as the stage lighting is so infrequently used. Valentine also noted One of Us Productions was on hiatus and is not certain of what they could contribute.

Valentine reported the Friends Board made a decision to dissolve the nonprofit. Valentine noted the energy and commitment of the group is down, and they believe their original vision to create a community center has been completed. Hempen clarified the decision to resolve the Board was unanimous.

Shrock asked where the money given to the group would go. Valentine noted the Friends would be responsible about how their funds are dispersed according to the criteria for nonprofits. Johnson asked why they would not use the funds to get the LED lighting project done as part of disbursing their funds. Johnson asked about the safety of the existing lighting on the stage. Valentine reported as long as the extension cords are unplugged when the lights are not in use, the area is safe.

Moore clarified that the Friends are still holding a community meeting on May 22, 2018. Moore asked if citizens spoke up at this meeting and volunteered to serve, would the Friends be amenable. Valentine replied that their mission has been completed.

Moore noted the by-donation monies are currently being deposited into the Friends account, and asked the Friends to change that allocation to go to the City.

D. Year to Date Revenues and Expenses – no comments

III. Business

A. Commons Roof Bids

Moore suggested the bid from Stutzman and Kropf for \$145,280-147,445 be put aside in favor of the lower bids from Northwest Roofing in Alsea and Jagow and Son in Otis. Both stipulated for 40-year shingles. Jagow would upgrade to 60 mil pvc for the poly membrane for \$750 more, and Northwest's base bid includes the 60 mil poly. Moore noted Northwest Roofing planned to reuse the stainless steel vents while Jagow recommend replacing the vents. Hoen noted Northwest planned to put extra glue on the west facing areas to help with protection from winds. Hoen added Northwest had been approved to do the roof three years ago, but the work was never done as the

roofer was never given a date to install. Northwest is willing to do the job in July 2018 and Jagow can do the work in August/September 2018.

Johnson suggested if the bids were comparable, Hoen could make the decision. Hempen expressed concern about the vents, as they are a significant point of roof failure. Shrock agreed that replacing the vents would be a better approach.

Moore asked Hoen to ask Northwest what it would cost to replace the vents. Hoen added Northwest had noted in their bid to remove the antenna mast.

Moved to allow Hoen to proceed with Northwest as a roofing contractor, with the addition of replacing the stainless vents: Aye – 4; No – 0.

B. Commons Policy Update – postpone until June meeting

C. 804 Trail South

Joanne Kittel reported the leaders have been especially focused on the 60 meters from the Landmark to Beach St where there is no trail. She noted Councilor Frye had asked the Trails Committee to make recommendations for this leg of the trail and to present at the June Council meeting. Kittel explained her letter contains a summary of the work they have done over the last two years. Kittel noted she contacted the Oregon State Historical Preservation Office (SHPO) to find out what archeological issues would need to be addressed. She reported she had provided information on the type of surface needed for a trail that could withstand the rains, winds, and salt (granite rather than basalt). She highlighted the appendix indicated possible funding sources. Loren Dickenson provided a drawing of what the boardwalk could look like. Bob Langley added that the State has mandated that the 804 Trail be completed.

Kittel clarified the Trails Committee wanted to apprise the Commission and asked for support the concept. She noted the decision about traffic flow would affect how much room they have to work with. Kittel indicated she had discussed using the 804 mitigation funds with Lincoln County Counsel Wayne Belmont. She reported Belmont seems supportive of using mitigation fund to build a deck in the Marine Drive area. She did not know how much money was left in the funds.

Johnson noted the Parks Master Plan has an overlook at 5th Street. Kittel noted that area was where cars park. Johnson asked if the boardwalk had to be cantilevered or whether posts could go underneath the path. Loren Dickenson explained they would need to do soil and archeological studies to determine how it should be constructed.

Hempen clarified the main issues are safety, the State mandate's to complete the trail, and the County's support of the effort. Hempen added the boardwalk would greatly enhance that area of the City. Hempen suggested they look at the project in terms of Phase I (the 60 meter stretch) and Phase II (the lookouts and areas north of the area).

Shrock asked about how the findings of the archeological sampling would affect the build. Kittel explained the archeologist would make the decisions and could allow building even if there are shell middens. However, if more artifacts were found, they could prohibit any disturbance of the area.

Kittel noted there is a dangerous point from 2nd/3rd to 6th Streets and asked that the Council consider this danger when deciding about traffic flow. Shrock asked about the possibility of stabilization of the embankment in that area. Moore explained the County's attempt to add rip raff in that area was stopped by a lawsuit. Kittel noted the policy of State Park is to let nature take its course.

Commissioners and Kittel discussed ramifications of continued erosion cutting off access to the area and eventually to homes.

Dickenson noted even the gravel from 7th to Aqua Vista cannot be used with walkers and strollers. Ann Stott reported she could not walk in that section with her walker.

Hempen moved to recommend to the City Council the adoption of the Trails Committee's Phase I project and to support the Phase II project: Aye - 4; No - 0.

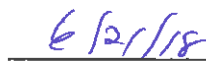
IV. Other Business

A. From the Commission

Johnson raised the issue of an added retaining wall in the area in front of the Commons and asked why the Commission was not in charge of making that decision. Moore explained the slope was too steep to have a safe gradual descent. Johnson asked for an image of how the area might appear. Shrock was also surprised that this decision had been made without their input. Moore indicated he would go with Johnson and Shrock to the area following the meeting to review the concept.

B. From the floor - none

With no further business to discuss, Moore adjourned the meeting at 4:10 pm.


Chair W. John Moore
Date

Minutes prepared by H.H. Anderson, May 21, 2018