

1. Agenda

Documents:

[PC_AGENDA_08-16-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[YACHATS WELCOME SIGN - 8-16-2018.PDF](#)

[FACILITIES MANAGER REPORT AUG 2018 - 8-16-2018.PDF](#)

[MINUTES - 8-16-2018.PDF](#)

[PC REVENUE - 8-16-2018.PDF](#)

[YACHATS S ENTRANCE SIGN - 8-16-2018.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, August 16, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of July 19, 2018
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Year to date Revenues and Expenses
- IV. Business
 - A. One of Us Productions DISCUSSION / VOTE
 - B. South Entrance Sign DISCUSSION / VOTE
 - C. Pad for garbage can garage DISCUSSION / VOTE
 - D. Yachats Volunteer Appreciation Day DISCUSSION / VOTE
 - E. Commons liquor policy DISCUSSION / VOTE
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, September 13, 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: 08/13/18



Estimate #2268

6/14/2018

Prepared For:

City of Yachats
Shannon
441 N. Hwy 101
Yachats, OR 97498

Phone: 541-547-3565

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Prepared By:

Jeffery
Newport Signs
PO Box 105
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Alt. Phone: 503-508-1031

Email: jeffery@newportsignshop.com

Description: 1 - 48 in x 48 in x 4 in HDU circular sign
1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)
1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base.

Estimated Time For Production: 5 working days

Quantity	Description	Each	Total	Taxable
1	1 - 48 in x 48 in x 4 in HDU circular sign with aluminum framework and routed and shaped logo with alum panel inset for pictorial logo design one one side and v-carved copy on back "thanks for visiting...etc"	2,600.00	\$2,600.00	
1	1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)	3,100.00	\$3,100.00	
1	1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base	1,250.00	\$1,250.00	
1	Optional upgrade for north sign. 1 - 60 in x 60 in x 1.5 in HDU face panel for north entrance sign with matching work to new logo style on proposed south entrance sign. Install on existing sign	1,675.00	\$1,675.00	
		Subtotal	\$8,625.00	
		Total	\$8,625.00	

Terms: This estimate good for 30 days. 50% due on signing, balance due on completion.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today

Facilities Manager Report

August 2018

The roof is just about complete. They have worked very hard, I am happy their work and the progress that they have made. I have not been informed of any major repairs that where needed to the sheeting of the roof do to rot.

I have received three estimates on the flooring for the multi-purpose room all with similar products.

The Pavilion decals have been installed on the doors.

Public Works has completed the repairs to the 501 building and the engineer has given his approval for the finished work.

I have contacted Florence heating to schedule the install of the heat pump for City Hall.

We tested the emergency generator trying to determine what it will run in the building if it were ever needed. There is still a need to do some mapping.

Respectfully Submitted

Heather Hoen

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

July 19, 2018

Draft Minutes

Chair John Moore called to order the July 19, 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, Ruth Bass, Scott Gordon, Derek Ojeda, and Michael Hempen. Absent: Dean Shrock. Also Present: Facilities Manager Heather Hoen, Trails Leads Loren Dickenson and Bob Langley. Audience: 7.

I. Minutes

Commissioner Ojeda moved to approve the June 21, 2018 minutes: Aye – 6; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen reported the City has developed an agreement with the insurance company to keep the by donation classes operating with proceeds going to the City; Northwest Roofing plans to start on July 23, 2018; Alsea Bay Granite has remitted a check for \$8,500 to cover some of the costs of replacing the faulty floor in the multipurpose room; and Public Works has begun to repair the cracks in the 501 Building floor. Hoen explained they are still working out a system for locking and unlocking the Picnic Shelter

Moore thanked Loren Dickenson, Scott Gordon, Michael Hempen, Bob Langley, and Helen Anderson who helped sand and refinish the picnic tables.

B. Yachats Trails Committee

Loren Dickenson reported as of three months ago, the turnout for Trails work groups has been heavy and they have been able to send workers to multiple sites. Dickenson added that interpretive signage for the Amanda Trail area has been approved by the Tribe. Bob Langley invited everyone to the Trails Picnic at noon on Saturday. Langley reported volunteer hours for the past year totaled over 2,700.

C. Year to Date Revenues and Expenses - none in packet

III. Business

A. Commons Policy Update

Moore explained the recent updates to the Commons Policy Manual. Moore highlighted the City Manager has been approving alcohol permits, not the Council, and changed the language accordingly.

Ojeda moved to approve the update to the Commons Policy effective August 8, 2018:

1 Aye – 6; No – 0.
2

3 **B. South Entrance Sign**

4 Moore reported the plan was to place the sign in the City's right-of-way so that it would
5 not have to be breakaway and approved by ODOT. He noted ODOT would need to
6 approve the sign if it were placed in their right-of-way. He noted \$14,000 was allocated
7 in FY17-18 and Dave Rieseck was going to get bids. Another person has provided a
8 bid of \$8,000 to create and install the south sign and to replace the circular part of the
9 sign on the north end of town.
10

11 **C. Picnic Shelter Decals**

12 Moore explained the sample decal for the Picnic Shelter doors contained the new City
13 logo.
14

15 Commissioner Bass moved to approve the proposed signage for the Picnic Shelter
16 doors: Aye – 6; No – 0.
17

18 **D. Multi Purpose Room Floor**

19 Hoen explained all of the floor bids are recommending glue down products. She
20 explained one company recommended Cortex, a cork-based product advertised to be
21 indestructible. Another company has recommended a wood composite. The third
22 company was recommending a laminate. Hoen indicated she wanted to match the
23 color to the existing floor so there is continuity to adjacent areas. She noted the floor
24 would have a coating called porcelain. The proposed products have different ways to
25 include the court lines. She added there is the option to use PVC tiles, which was the
26 flooring before the current floating laminate. All bids include new baseboards. She
27 noted each of the bidders was asserting their recommended product was the most
28 durable.
29

30 Commissioner Gordon asked about whether the laminate could be glued as it expands
31 and contracts. Hoen indicated she was told by Abbey Flooring that this laminate has a
32 wood backing and could be glued or nailed. Hoen noted the warranty would be the
33 warranty that comes with the products and would be in the 15-20 year range. Gordon
34 noted the warranty would only cover manufacturing defects, not wear. Ojeda knew of a
35 business that was having serious problems with moisture with the Cortex (Ona bar
36 area).
37

38 Hoen indicated she was leaning toward the composite wood as it could be resurfaced
39 once. Gordon noted the engineered wood is extremely durable. Commissioner Johnson
40 asked if the thickness of the engineered wood would be a problem. Heather explained
41 the transition between the floor and carpet could be managed with a sloping transom.
42

43 Hoen reported the least expensive bid was from Capet Tech for \$17,272.50 for Cortex
44 and includes tear up and removal, and the bid for the engineered wood was close to
45 \$30,000.
46

1 Commissioner Hempen asked if bidders could provide consumer or commercial reviews
2 of product experiences. Moore asked if there were other venues in Lincoln County
3 where the products have been installed. Hoen recalled Abbey Flooring had installed
4 vinyl at the Chowder Bowl in Nye Beach. Bass noted Abbey Flooring has a great
5 reputation.

6
7 Moore asked Hoen to find other venues where the products have been installed.
8 Gordon asked Hoen to research the bevels between boards to ascertain their tendency
9 to about retain moisture.

10
11 Hoen asked the Commission for a recommendation for a particular type of floor.
12 Commissioners gave consensus that the engineered wood floor would be the most
13 ideal.

14 15 **E. Pad for Garbage Can Garage**

16 Moore explained that Dahl has requested that a “garage” be created for the large
17 trashcans by pouring a concrete pad just north of the charging station, enclosing with a
18 fence, and adding a sloping roof. The pad would be approximately 10 x 5 feet. He
19 noted the cans are currently strapped to the fence behind the 501 Building to keep them
20 from blowing around. He reported Dahl does not want to deal with strapping and would
21 rather just pull the cans in/out. Commissioners discussed other possible locations.
22 Commissioners agreed the best area would be on the Skate Park side at the south end.

23
24 Hempen moved to have Public Works build a garage at the south end of the Skate
25 Board Park: Aye – 6; No – 0.

26 27 **F. Yachats Big Band**

28 Gary Cleasby (King and Windsong Streets) explained the Big Band has been operating
29 under the Friends of the Commons. He was told by Rose Valentine that they would be
30 placed under Polly Plumb Productions, and he was of mixed opinion about that
31 placement. Cleasby noted they carry their own insurance, have been operating for 21
32 years, and draw people from outside the local region. He explained they use their
33 proceeds to purchase music and equipment.

34
35 Cleasby explained Friends and Big Band have been splitting the \$5 donations. He
36 reported the Friends have been providing refreshments. He stated the Friends’ portion
37 was typically just over \$1,000 and Big Band’s around \$900. He added they pay mileage
38 fee for musicians who come from other areas and they basically break even. Cleasby
39 reported they average 40 people in the winter and 70+ in the summer. Cleasby asked
40 that the practice of free rental for the Multipurpose Room, Room 8, and Kitchen be
41 extended to the Yachats Big Band.

42
43 Moore noted Friends have set up tables and provided coffee, and the City could not
44 provide that service. Cleasby indicated they could do that themselves.

1 Anderson noted nonprofit rates are \$9 per hour for Room 8 and \$15 for the
2 Multipurpose Room. Bass suggested that they not be treated any differently from One
3 of Us Productions.

4
5 Gordon moved to allow the Yachats Big Band to split the gate proceeds with the City in
6 lieu of payment of rent: Aye – 6; No – 0.

7
8 Moore asked for a motion to include this motion in the language of the Commons Policy
9 and Rental Fee Structure.

10
11 Bass moved to include the exception for Yachats Big Band into the Commons Policy
12 Manual and Pricing Policy: Aye – 6; No – 0.

13
14 Cleasby clarified he needed to send the insurance certificate to the City.

15 16 **G. Yachats Volunteer Appreciation Day**

17 Postponed to August 2018 meeting.

18 19 **H. Heaters for Council Chamber**

20 Hoen reported she received an estimate for ductless heaters of \$5,190 for City Hall and
21 \$5,458 for Room 1. Hempen Clarified those prices do not included rebates. Hoen noted
22 the price includes installation and electrical. Hoen was not sure about the rebate but
23 thought the commercial rebate rate was around \$1,000 each.

24
25 Bass was in favor of using space heaters because of the lower cost and the low room
26 usage of Room 1. Commissioners discussed how cold the room can get in the winter,
27 how warm it can get in the summer when the room is full, how City staff all have space
28 heaters at their desks, and possible savings in electric costs.

29
30 Hempen moved to approve the purchase of two heat pumps, one for Room 1 and one
31 for City Hall. Aye – 5; No – 1 (Bass).

32 33 **I. 804 Trail South**

34 Langley reported the Trails Committee presented their recommendation to Council and
35 nothing has happened since. He noted if they were to pursue a large grant, they
36 should approach the project in one phase. However, for smaller grants, they could
37 develop the project in phases with three sections. Langley explained the Trails
38 Committee was not planning to write grants.

39
40 Ann Stott noted the trail is area is not navigable with a walker. She added that the City
41 Council seemed hesitant to make any decision.

42 43 **IV. Other Business**

44 **A. From the Commission**

45 Hempen asked to revisit the situation for One of Us Productions and rental fees. Moore
46 recalled that at the time the Commission made the changes to the rental schedule, he

1 was under the directive to eliminate all exceptions. Moore indicated that now that the
2 Friends were not available to help people, the City needed to take into account special
3 considerations. More indicated this topic would be on the August 2018 agenda.

4
5 Hempen asked for an update on the filling of cracks in the floor of the 501 Building.
6 Moore indicated he was not certain, but heard they are trying a different approach from
7 the original attempt to pour in epoxy.

8
9 **B. From the floor - none**

10
11 With no further business before the Commission, Moore adjourned the meeting at 4:19
12 pm.

13
14
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18 _____
19 W. John Moore, Chair

_____ Date

20 Minutes prepared by H.H. Anderson, August 2, 2018
21

8/09/18
12:03 PM
YIJUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 7/31/18

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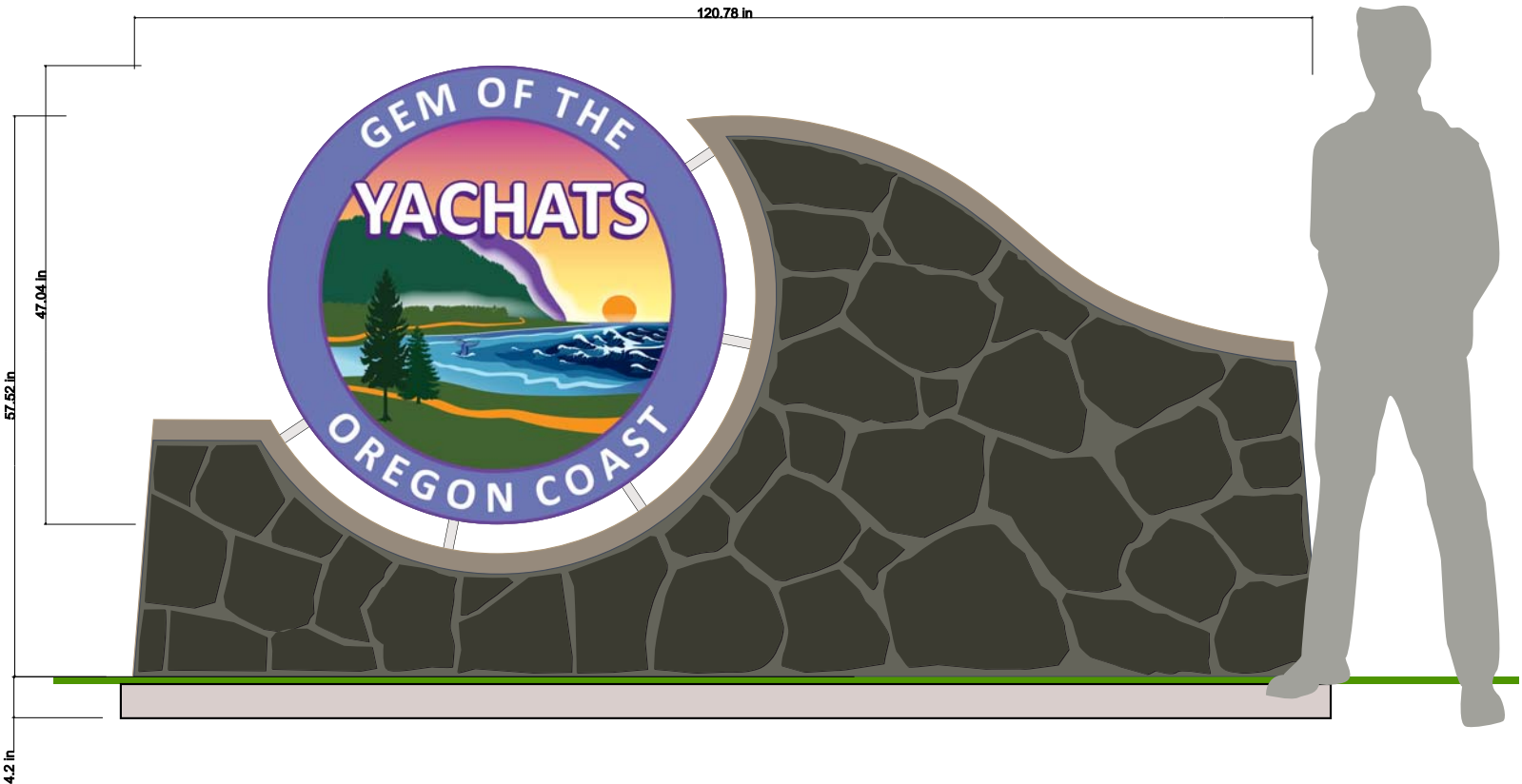
ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS AND FEES	22,000	10,723.00	10,723.00	11,277.00	49
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	--	17,800.00	0
	REVENUE	39,800	10,723.00	10,723.00	29,077.00	27
3-60-4860	GENERAL FUND SUPPORT	93,000	93,000.00	93,000.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000	30,000.00	30,000.00	--	100
	OPERATING TRANSFERS	123,000	123,000.00	123,000.00		100
T O T A L DEPT 124 R E V E N U E		162,800	133,723.00	133,723.00	29,077.00	82
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	40,000	3,107.38	3,107.38	36,892.62	8
	PERSONNEL SERVICES	40,000	3,107.38	3,107.38	36,892.62	8
5-20-5222	INSURANCE	5,500	--	--	5,500.00	0
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	36.37	36.37	213.63	15
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.86	25.86	1,474.14	2
5-20-5252	OFFICE UTILITIES	5,000	380.88	380.88	4,619.12	8
5-20-5260	PROFESSIONAL SERVICES	38,000	3,000.00	3,000.00	35,000.00	8
5-20-5317	TOOLS & SMALL EQUIPMENT	550	--	--	550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	--	--	20,000.00	0
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,537.55	1,537.55	12,962.45	11
5-20-5490	MATERIALS/SERVICES OTHER	500	--	--	500.00	0
	MATERIALS AND SERVICES	85,800	4,980.66	4,980.66	80,819.34	6
5-50-5800	CONTINGENCIES	10,000	--	--	10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000	27,000.00	27,000.00	--	100
	INTERFUND TRANSFERS	27,000	27,000.00	27,000.00		100
	TOTAL PERSONAL SERVICES	40,000	3,107.38	3,107.38	36,892.62	8
	TOTAL MATERIAL & SERV	85,800	4,980.66	4,980.66	80,819.34	6
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000	27,000.00	27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	35,088.04	35,088.04	127,711.96	22

8/09/18
12:03 PM
YIJUDY
FUND-240 CITY AMENITIES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 7/31/18

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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	500			500.00	0
	REVENUE	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125	9,125.00	9,125.00	--	100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375	27,375.00	27,375.00	--	100
	OPERATING TRANSFERS	36,500	36,500.00	36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000	36,500.00	36,500.00	500.00	99
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	6,000	155.72	155.72	5,844.28	3
	PERSONNEL SERVICES	6,000	155.72	155.72	5,844.28	3
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	643.41	643.41	19,356.59	3
5-20-5330	BUILDING OR LAND MAINTEN	1,000	--	--	1,000.00	0
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	634.61	634.61	9,365.39	6
	MATERIALS AND SERVICES	31,000	1,278.02	1,278.02	29,721.98	4
	TOTAL PERSONAL SERVICES	6,000	155.72	155.72	5,844.28	3
	TOTAL MATERIAL & SERV	31,000	1,278.02	1,278.02	29,721.98	4
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		37,000	1,433.74	1,433.74	35,566.26	4
T O T A L FUND 240 R E V E N U E		253,100	212,924.70	215,871.05	37,228.95	85
	FUND PERSONAL SERVICES	50,500	3,730.25	3,730.25	46,769.75	7
	FUND MATERIAL & SERV	152,400	7,358.10	7,358.10	145,041.90	5
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	45,200	35,200.00	35,200.00	10,000.00	78
T O T A L FUND 240 E X P E N D I T U R E		248,100	46,288.35	46,288.35	201,811.65	19
	FUND PRIOR BALANCE	2,946.35				
	NET FUND BALANCE	169,582.70				



Client Name: City of Yachats Shannon Beaucaire Location: 441 N. Hwy 101 Yachats, OR 97498 Phone: 541-547-3565 Cell: cell 541-272-7390 Email: Shannon@YachatsMail.org	Start Date: 06/14/2018 Last Revision: 00/00/0000 Job#: 1000 Drawing #: 1000avis1/r1 Page: 1 of 1	APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation. • CLIENT APPROVAL • LANDLORD APPROVAL	PO Box 105 South Beach, OR 97366 4909 S. Pacific Coast Hwy Suite 105 South Beach, OR 97366 541-867-7600 shop 541-867-7606 fax CCB# 187052
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