

1. Agenda

Documents:

[PC_AGENDA_09-20-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[TRAILS REPORT OCT 2018 TO 9-20-18.PDF](#)

[REV AND EXP REPORT 8-31-18 TO 9-20-18.PDF](#)

[PANDC MINUTES - 9-20-18.PDF](#)

[FACILITIES MANAGER REPORT SEPT 2018 - 9-20-18.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, September 20, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of August 16, 2018
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Year to date Revenues and Expenses
- IV. Business
 - A. Trails Committee Recommendation DISCUSSION / VOTE
 - B. One of Us Productions DISCUSSION / VOTE
 - C. Commons Policy Manual Update DISCUSSION / VOTE
- V. Other Business
 - A. From Commission
 - B. From the floor (5 minute limit)

Commission meets the third Thursday of each month.

Next meeting: Thursday, October 18, 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: 09/13/18

TRAILS COMMITTEE – Parks and Commons report – October 18, 2018

Trails (10/6/2018) – On a rather cold and wet day, 15 volunteers worked on a number of projects: trimming of protruding vines along parts of the Amanda and 804 Trails; stockpiling of wood chips for future projects; building new steps along parts of the Gerdemann Botanical Garden public trail; as well as trimming brush and placing wood chips along parts of the same trail.

YIPS! – There is no report for YIPS! this month because the most recent session, which would have been included in this report, fell on a day prior to the last Commission meeting so it was included in the September report.

Amanda Bridge Replacement Project – At the time of submission of this report, there is no word as to final design and cost. Joanne talked to Wayne Belmont, County Council, about contributing some funds to this project via the Lincoln Land Legacy Program to pay for the costs of the expanded easement (Joanne sits on the LLLP Advisory Board). There has been no word yet as to whether or not the County Commissioners have approved this request.

Interpretive Sign Project – Last week, the 6th and 7th signs were erected by students in the Masonry Program of the Angell Job Corps with help from Trail crew and VTF members. The next day, students in the Angell Job Corps Urban Forestry program came out and took down a precarious tree along the Amanda Trail in the Gathering Area.

Rainshadow Running – The races were held last Saturday and Sunday, 10/13 and 10/14; several Trails Committee members will look over portions of the Amanda Trail with the race organizers later this week to identify any damage resulting from the races.

Urban Forest Trail – After receiving Commission approval to move forward with this project, a tentative route for the trail has been laid out. City personnel arranged for door tags to be placed at houses adjacent to the 5th Street right of way and a resident of one of those houses has expressed opposition to the trail.

9/06/18
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YIJUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
8/01/18 THRU 8/31/18

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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	3,622.00	14,345.00	7,655.00	65
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	--	17,800.00	0
	REVENUE	39,800	3,622.00	14,345.00	25,455.00	36
3-60-4860	GENERAL FUND SUPPORT	93,000	--	93,000.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000	--	30,000.00	--	100
	OPERATING TRANSFERS	123,000	--	123,000.00	--	100
T O T A L DEPT 124 R E V E N U E		162,800	3,622.00	137,345.00	25,455.00	84
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	40,000	2,921.90	6,029.28	33,970.72	15
	PERSONNEL SERVICES	40,000	2,921.90	6,029.28	33,970.72	15
5-20-5222	INSURANCE	5,500	--	--	5,500.00	0
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	--	36.37	213.63	15
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.81	51.67	1,448.33	3
5-20-5252	OFFICE UTILITIES	5,000	326.81	707.69	4,292.31	14
5-20-5260	PROFESSIONAL SERVICES	38,000	3,000.00	6,000.00	32,000.00	16
5-20-5317	TOOLS & SMALL EQUIPMENT	550	--	--	550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	932.80	932.80	19,067.20	5
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,580.74	3,118.29	11,381.71	22
5-20-5490	MATERIALS/SERVICES OTHER	500	--	--	500.00	0
	MATERIALS AND SERVICES	85,800	5,866.16	10,846.82	74,953.18	13
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	--	100
	INTERFUND TRANSFERS	27,000	--	27,000.00	--	100
	TOTAL PERSONAL SERVICES	40,000	2,921.90	6,029.28	33,970.72	15
	TOTAL MATERIAL & SERV	85,800	5,866.16	10,846.82	74,953.18	13
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000	--	27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	8,788.06	43,876.10	118,923.90	27

9/06/18
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YIJUDY
FUND-240 CITY AMENITIES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
8/01/18 THRU 8/31/18

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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		100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375		27,375.00		100
	OPERATING TRANSFERS	36,500		36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000		36,500.00	500.00	99
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	6,000	198.55	354.27	5,645.73	6
	PERSONNEL SERVICES	6,000	198.55	354.27	5,645.73	6
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	29.00	672.41	19,327.59	3
5-20-5330	BUILDING OR LAND MAINTEN	1,000	642.00	642.00	358.00	64
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	410.57	1,045.18	8,954.82	10
	MATERIALS AND SERVICES	31,000	1,081.57	2,359.59	28,640.41	8
	TOTAL PERSONAL SERVICES	6,000	198.55	354.27	5,645.73	6
	TOTAL MATERIAL & SERV	31,000	1,081.57	2,359.59	28,640.41	8
	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	1,280.12	2,713.86	34,286.14	7
T O T A L FUND 240 R E V E N U E						
	FUND PERSONAL SERVICES	253,100	4,246.50	220,117.55	32,982.45	87
	FUND MATERIAL & SERV	50,500	3,120.45	6,850.70	43,649.30	14
	FUND CAPITAL OUTLAY	152,400	8,870.55	16,228.65	136,171.35	11
	FUND ALL OTHER	45,200		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	11,991.00	58,279.35	189,820.65	23
	FUND PRIOR BALANCE	169,582.70				
	NET FUND BALANCE	161,838.20				

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

August 16, 2018

Draft Minutes

Chair John Moore called to order the August 16, 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: none. Also Present: City Manager Shannon Beaucaire, Facilities Manager Heather Hoen, Trails Lead Joanne Kittel. Audience: 26.

I. Minutes – July 19, 2018

Correction: Dean Shrock was absent

Page 1, Line 28: Add Dean Shrock to list persons who sanded picnic tables

Commissioner Hempen moved to approve the July 19, 2018 minutes as amended: Aye – 7; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen explained the 501 Building floor repair is complete but the epoxy is still hardening.

Commissioner Johnson asked about using luxury vinyl tile (LVT) in the Multipurpose Room. Hoen explained she has received three estimates for the engineered hardwood flooring. Commissioners agreed to investigate further the option of LVT.

Commissioners wanted someone with expertise in LVT to speak to the Commission.

B. Yachats Trails Committee

Trails Lead Joanne Kittel reported FEMA has not yet given the variance for the Amanda Bridge.

C. Year to Date Revenues and Expenses

Moore noted revenues were slightly up and expenses slightly down.

III. Business

A. One of Us Productions

Moore invited Carl Miller from One of Us Productions to speak. Moore explained that Yachats Big Band approached Parks and Commons last month about their arrangement with the Friends of the Commons. He reported Big Band was splitting the gate proceeds with the Friends in lieu of rent. The Parks and Commons Commission agreed to this arrangement and wanted to offer the same option to One of Us. Moore noted the City Council did not approve this part of the Commons Policy.

1 Miller stated a 50-50 split would not work of One of Us. Miller wanted the nonprofit rate
2 to be one-half of the community rate. Moore explained the old label of community rate
3 was changed to be nonprofit rate, and a new community rate was established for free
4 use of Room 3 under certain conditions.

5
6 Moore and Miller discussed what would be reasonable for One of Us. Miller again
7 reported how much One of Us gives away to other nonprofit and community groups.
8 Miller reminded the Commission of One of Us Productions' mission statement.

9
10 Commissioner Gordon asked if Miller would be willing to engage in sharing of net
11 profits. Miller indicated he would need to talk to his Board about such an agreement.

12
13 Miller stressed the community aspect of One of Us, asserting Yachats has been the
14 home of One of Us Productions.

15
16 Gordon clarified with Miller that he was looking for a fixed rate. Johnson expressed
17 frustration in that Council had not approved the arrangement with Big Band, and she
18 was not certain what would be agreeable with One of Us. Commissioner Ojeda
19 suggested the Commission could consider waiving the Room 8 fee. Commissioner
20 Bass wanted to know why a percentage of the gate would not be acceptable.
21 Commission Shrock wanted to know why Miller wanted to support other groups but not
22 the place they call home. Shrock also noted there have been times when demand for
23 weekend time was high, and he was not sure if Miller understood there were other users
24 who were willing to pay. Miller explained that One of Us has been giving items to the
25 Commons, such as the chairs and stage curtain. Miller argued it was not the fault of
26 One of Us that the Commons has gotten busy.

27
28 Hempen raised the big picture of wanting to maintain the community-feel of the City. He
29 did not want to lose Big Band and One of Us Productions and asked the Council to
30 support these groups. Hempen asked Hoen about bookings at the Commons. Hoen
31 explained some months are extremely busy. Hempen clarified One of Us wants to do
32 18 shows each year for two productions.

33
34 City Manager Beaucaire noted the City Council would address some of these issues at
35 their September 5, 2018 work session.

36
37 Moore noted the Friends of the Commons is dissolving, so One of Us Productions
38 would no longer be able to contribute through the Friends. He suggested One of Us
39 could instead consider contributions to the Commons directly. Moore also had concern
40 over offering one nonprofit a special rate but not offering that rate to others.

41
42 Moore suggested two or three Commission members could meet with the One of Us
43 Board. Miller indicated he wanted Commissioners Bass, Gordon and Hempen to
44 represent Parks and Commons. Miller indicated the next One of Us Board Meeting was
45 September 12, at 6:30 pm, which was in conflict with a City Council meeting. One of Us
46 proposed August 22, 2018 at 6:30 pm as a meeting date. The One of Us Board and

1 Parks and Commons representatives agreed to that date at the Presbyterian Church.

2
3 Bob Barrett noted he was also on the Board of YYFAP and noted the City gives YYFAP
4 \$30,000 to support their activities.

5 6 **B. South Entrance Sign**

7 Moore explained the handout was an overhead image of where to locate the South
8 Entrance Sign. Moore recalled a Commissioner had noted that location was where
9 there was an unofficial parking space. Moore noted there is limited visibility at this
10 location as drivers round that south boundary corner, suggesting that the current
11 location is much more visible. Moore also noted the back "Thank You" would not be
12 very visible in either location. Moore reported Newport Signs has estimated \$8,625 for
13 the sign and installation.

14
15 Johnson recalled the need to move the sign was because it was on private property.
16 Moore understood from Planner Lewis that the current sign was in City right-of-way.
17 Commissioners agreed the current location was more desirable.

18
19 Moved to authorize Newport Signs to construct and install a Yachats sign at the current
20 location of the existing sign: Aye – 7; No – 0.

21
22 Shrock asked if the vegetation could be kept cut back in the area.

23 24 **C. Pad for Garbage Can Garage**

25 Moore recalled the Commission previously discussed the need to have a covered
26 garage for the trashcans behind the 501 Building to keep them from blowing around.
27 He noted Dahl had recommended putting it north of the charging station, and the
28 Commission had suggested putting it on the south end of the skate park. Moore noted
29 the location south of the skate park would block the mural. He also reported the
30 engineer of Record had recommended putting the brush bin on the west side of the 501
31 Building wall so that residents could throw bush over the wall into the bin.

32
33 Shrock was against moving the brush bin up near the 501 Building. Shrock believed the
34 location by the skate park was better than next to the charging station. Hoen explained
35 the "garage" would look more like a shed and not show the garbage cans. Ojeda
36 learned toward the skate park location. Johnson did not want to see it by the charging
37 station and suggested painting the garage with a similar mural. Hempen clarified the
38 cans would be completely enclosed. He noted the shed could be designed similar to
39 the cover over the bench south of the charging station. Hempen asked about locking
40 the garage.

41
42 Johnson moved to put the garbage can garage at the south end of the skate park: Aye –
43 7; No – 0.

44 45 **D. Yachats Volunteer Appreciation Day – moved to next meeting**

46

1 **E. Commons Liquor Policy**

2 Moore explained Linda Hetzler has asked for the Commons to allow hard liquor sales so
3 that a vendor could sell Irish whisky at the Celtic Music Festival. Moore indicated the
4 Commission would discuss this topic at their next meeting after they have heard from
5 the insurance company on the liability and cost.
6

7 **IV. Other Business**

8 **A. From the Commission**

9 Evans Betz Update: Joanne Kittel reported Trust for Public Lands (TPL) had asked for
10 an updated appraisal. TPL also hired consultants, including a hydro-engineer, and
11 provided information to the appraiser, who then quit. TPL agreed to pay for a new
12 appraisal. TPL had created a Local Government grant application, which could not be
13 submitted without an appraisal. She informed the Commission that TPL is downsizing
14 and has laid off some of the Portland Staff. She indicated it was uncertain as to
15 whether TPL was still willing to be a partner. Kittel reviewed options of how to proceed.
16

17 **B. From the floor**

18 Gereval Wood (860 Yachats River Road) alleged that the Farmer's Market Manager has
19 been targeting her over playing loud music at the Market. She reported the manager
20 has been turning up his music to annoy her, and the acoustics are such that the beat
21 noises trigger her migraines. She explained her entire income is from the Farmer's
22 Market and the Country Fair. She alleged she tried to talk to Rose Valentine of the
23 Friends, who also got aggressive with her. She claimed she has been getting the
24 runabout from government people and that the market manager has turned the box
25 toward her.
26

27 Moore asked Wood if she had considered moving to a different location, and she noted
28 the spot he offered a spot that was in a less desirable location. She stated it was
29 ethically wrong for her to move her spot instead of having him turn down his music. She
30 argued other markets do not allow "canned music."
31

32 Bass noted she is a vendor and the music had been loud. She has asked the manager
33 to turn down the music, and he did but later turned it back up.
34

35 Wood reported that on August 14, 2018, she was told by the manager that she was no
36 longer allowed at the market. She claimed the manager hung up on her when she
37 asked why she was no longer allowed. She then called Valentine who also hung up on
38 her.
39

40 Wood was asking the Commission to get the Friends of the Commons to give up their
41 role as the coordinator of the market. Wood is asking to have the music turned off and
42 that she be allowed to continue working at the market.
43

44 Bass concurred that the music can be loud enough that it interferes with her ability to
45 interact with customers at the market. Johnson has heard the loud music at the market.
46 Johnson believed the manager's behavior was inappropriate. Gordon wanted to hear

1 from Valentine about her side of her side of the story. Moore provided Gordon with a
2 letter from Valentine. Bass reported that the manager has been aggressive toward
3 women.

4
5 Moore indicated he was willing to talk to the manager at the market on Sunday morning.
6 Wood wanted the City to take formal action with the manager, and Moore explained the
7 City could not take action against the manager because the City did not run the market.

8
9 Hempen was concerned about the manager's behavior and believed something should
10 be done. Gordon noted there were two problems: the volume and his behavior with
11 Wood. Hoen noted the manager believes he will be the manager next year, and
12 suggested he might listen to someone if they indicated his alleged aggressive behavior
13 could jeopardize his contract renewal.

14
15 Creight Horton (105 Reeves Circle) indicated he talked to Valentine. He believed it was
16 inappropriate to "blow off" the matter. Horton believed someone needed to talk to the
17 manager.

18
19 Ojeda noted that ASCAP might be an option to pursue as he is playing music in public.
20 Kittel reported she finds the music to horrendous was disturbed by the lack of
21 accountability. Kittel also asserted that View the Future has no issue with giving a deal
22 to One of Us Productions.

23
24 Wood asked for follow up communication from the Commission.

25
26
27 With no further business before the Commission, Moore adjourned the meeting at 4:19
28 pm.

29
30
31
32
33
34 _____
W. John Moore, Chair

Date

35
36 Minutes prepared by H.H. Anderson, September 10, 2018
37

Facilities Manager Report

September 2018

The roof is complete, they worked very hard and I am pleased with their work. When I inspected their work upon completion, the roofer noted there had not been any rot that had needed to be addressed.

I am still waiting on Carpet one in Newport for their estimate for the Multi-Purpose room as well as Daltons Carpet in Eugene. The flooring the Multi-Purpose room is growing worse with each passing week and needs to be addressed as soon as possible in my opinion.

Florence heating has installed a heat pump in the Council chambers and it is working well. I have been asked to hold off on the pump that would go into City hall because Finance is concerned that we don't have the funds.

All weekly activities have been moved until the 1st of October do to the large church group that comes in every year.

I will be working on smaller projects preparing the buildings for winter.

In October we are looking forward to the Banner auction, Mushroom festival and a quilt show and many other activities in the building.

Respectfully Submitted

Heather Hoen