

1. Agenda

Documents:

[PC_AGENDA_11-15-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[FINANCILA REPORT OCT 2018 - 11-15-18.PDF](#)

[FM REPORT - 11-15-18.PDF](#)

[PC MINUTES - 11-15-18.PDF](#)

[TRAILS REPORT NOV 2018 - 11-15-18.PDF](#)

[CIP PLAN 20218-19 - 11-15-18.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, November 15, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of October 18, 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. CIP Project priorities for Parks & Commons DISCUSSION / VOTE
 - C. Finance Committee Representative DISCUSSION / VOTE
 - D. Garbage Can Shelter - revision DISCUSSION / VOTE
 - E. Craft Fairs 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, December 20, 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.

11/07/18
1:31 PM
YIJUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
10/01/18 THRU 10/31/18

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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	1,110.00	17,308.00	4,692.00	79
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	--	17,800.00	0
	REVENUE	39,800	1,110.00	17,308.00	22,492.00	43
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	1,110.00	140,308.00	22,492.00	86
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	40,000	3,420.89	12,786.35	27,213.65	32
	PERSONNEL SERVICES	40,000	3,420.89	12,786.35	27,213.65	32
5-20-5222	INSURANCE	5,500	--	--	5,500.00	0
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	--	82.99	167.01	33
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.81	103.29	1,396.71	7
5-20-5252	OFFICE UTILITIES	5,000	385.38	1,528.39	3,471.61	31
5-20-5260	PROFESSIONAL SERVICES	38,000	3,125.00	12,125.00	25,875.00	32
5-20-5317	TOOLS & SMALL EQUIPMENT	550	--	--	550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	498.00	7,088.80	12,911.20	35
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,388.45	6,124.99	8,375.01	42
5-20-5490	MATERIALS/SERVICES OTHER	500	150.00	150.00	350.00	30
	MATERIALS AND SERVICES	85,800	5,572.64	27,203.46	58,596.54	32
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	3,420.89	12,786.35	27,213.65	32
	TOTAL MATERIAL & SERV	85,800	5,572.64	27,203.46	58,596.54	32
	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	8,993.53	66,989.81	95,810.19	41

11/07/18
 1:31 PM
 YIJUDY
 FUND-240 CITY AMENITIES
 DEPT-125 PARKS

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 10/01/18 THRU 10/31/18

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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	104.67	514.67	5,485.33	9
	PERSONNEL SERVICES	6,000	104.67	514.67	5,485.33	9
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	994.46	2,382.25	17,617.75	12
5-20-5330	BUILDING OR LAND MAINTEN	1,000		742.00	258.00	74
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	565.78	2,161.59	7,838.41	22
	MATERIALS AND SERVICES	31,000	1,560.24	5,285.84	25,714.16	17
	TOTAL PERSONAL SERVICES	6,000	104.67	514.67	5,485.33	9
	TOTAL MATERIAL & SERV	31,000	1,560.24	5,285.84	25,714.16	17
	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	1,664.91	5,800.51	31,199.49	16
T O T A L FUND 240 R E V E N U E		253,100	1,692.50	224,385.05	28,714.95	89
	FUND PERSONAL SERVICES	50,500	3,813.40	14,056.01	36,443.99	28
	FUND MATERIAL & SERV	152,400	9,198.00	39,712.81	112,687.19	26
	FUND CAPITAL OUTLAY					0
	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	13,011.40	88,968.82	159,131.18	36
	FUND PRIOR BALANCE	146,735.13				
	NET FUND BALANCE	135,416.23				

Facilities Manager Report

November 2018

Working with M. Powell on the flooring schedule it is looking like the first part of December for the work to begin.

I have Developed outlines for the maintenance of the buildings. These are things that should be done Yearly, Quarterly, Monthly or as soon as possible. They are by no means complete and I will be adding to them as necessary. I will be including them with this report.

Mushroom festival, Art Quilt show and the Celtic Festival went great. Things will be a little slower for a couple of months with smaller events occurring. Our weekly schedule is going smoothly.

Respectfully Submitted

Heather Hoen

Commons Maintenance Outline

- Yearly
- Gutters cleaned and checked
- Pressure washing of the outside of the building
- Fire Alarm testing
- Doors, handles and locks checked and maintenance as needed
- Quarterly
- Filters on the heater units in all of the rooms cleaned
- Outside of the heater units checked for rust and cleaned as necessary
- Windows washed
- Cobwebs cleaned and knocked down
- Things that need to be done as soon as possible
- Floor in multi-purpose room replaced
- Fridge in Kitchen replaced
- Paint the outside of the building
- Replace damaged Barge rafters and trim

Pavilion Maintenance Plan

- Yearly
- Pressure wash inside and out
- Clean and check gutters
- Quarterly
- Windows washed
- Cobwebs and bird nests clean and removed
- Needs as soon as possible
- Bird netting

501 Maintenance Plan

- Yearly
- **Pressure Wash the outside of the building**
- **Clean and check gutters**
- **Have Fire alarm checked and serviced**
- Quarterly
- **Windows washed**
- **Filters on forced air**
- **Needs to be done as soon as possible**
- **Flooring in the majority of the building**
-

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

October 18, 2018

Draft Minutes

Chair John Moore called to order the October 18, 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 and Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Leads Joanne Kittel, Bob Langley, and Loren Dickenson. Audience: 15.

I. Minutes – August 16, 2018

Commissioner Shrock moved to approve the September 20, 2018 minutes as presented: Aye – 4; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen reported that she spoke to the City's insurance agent who told her they could treat the vegetarian potluck event as a by-donation event as long as the group does not cook in the kitchen and they appoint a volunteer to be the responsible party for the City at that event.

B. Yachats Trails Committee

Trails Lead Bob Langley asked the Commission if they had any feedback on next steps for the trails.

Moore reported he had received two letters, one from Betty Bahn and one from Stacy Rosenberg, regarding the additional Trails work in the wetlands. Moore explained he understood that there was a public hearing on the Parks Plan when it was approved around 2011. Moore recalled Bahn, a Master Gardner, was involved in the Parks Master Plan before Rieseck's 2011 plan. Bahn stated in her letter that she believed there were no wildlife, plants, or endangered species west of the west pond. Bahn did not believe the wetlands preservation issues applied to the section of the park where the trail would be.

Shrock expressed great respect for Kittel, Langley, and Bahn to be aware of any potential environmental concerns. Commissioner Johnson agreed with Shrock on the idea that sufficient study had been done. Trails Lead Joanne Kittel reported Bahn was one of three leaders on the wetlands restoration project and she was very knowledgeable of birds and flora in the area. Kittel suggested that the trail would not be an enticement for people to camp and transients to loiter as increased foot traffic was not conducive to "hanging out." Kittel noted there was a privacy issue for Rosenberg, as the trail would go by her bedroom window. Kittel was willing to work with Rosenberg

1 to establish some plant barrier to increase her privacy. Langley added that Trails
2 wanted to place a split-rail fence to indicate the location of the trail to pedestrians.

3
4 Moore asked if fence posts could be dug in that area without archeological testing.
5 Kittel explained the Trails group has installed concrete abutments on top of the ground
6 for the foundation for of any fence or structural post.

7
8 Hempen asked if Trails should wait until the rains to see where water collects. Langley
9 believed Trails could address water issues in the area.

10
11 Langley inquired why a motion was needed at this time when a recommendation was
12 not previously needed. Kittel asked Moore to forward Bahn's letter to the Council.

13
14 **Hempen moved to move forward with plans for the trails upgrade: Aye – 4; No – 0.**

15
16 Langley clarified that Trails should wait on work until they Council addresses the matter.

17
18 **C. Year to Date Revenues and Expenses – no report in packet**

19
20 **III. Business**

21 **A. Commons Multipurpose Room Floor**

22 Hoen noted the contractor for the engineered hardwood floors was present. Mike
23 Powell from M Powell Design and Construction reported that with the new US tariffs,
24 flooring prices are rapidly changing. He stated the engineered hardwood floor with a
25 porcelain finish could be refinished one time. He noted Cortec product could not be
26 refinished. He reported the Cortec flooring had a 40-year warranty. Hoen added that
27 the contractor would look for other suppliers who might furnish the materials at a
28 cheaper cost. Powell estimated the current cost to be around \$29,900.

29
30 Powell reported Ray's in Waldport had recently installed a Cortec product. Hempen
31 indicated he talked to the manager at Ray's who stated they chose the Cortec because
32 of evidence of successful installations in the area and at their other stores. Powell
33 suggested the Cortec would be slightly cheaper than the hardwood. He estimated it
34 would take 7-10 days to complete the installation.

35
36 Hempen asked how often he had seen people refinish the engineered hardwood.
37 Powell did not know of commercial applications being sanded, but noted residents often
38 do.

39
40 Powell recommended the Cortec product as the most durable and best value. Hoen
41 expressed she had confidence in Powell's recommendation.

42
43 Johnson clarified that refinishing the floor would require sanding the entire floor, not just
44 a section, because of the finish. Hempen clarified that a refinishing would cost up to
45 one-third of the installation costs. Shrock noted that a repair of the Cortec might be
46 cheaper than sanding the entire hardwood floor.

1
2 Shrock asked Hoen if there was an ideal time to do the work given the high usage of the
3 room. Hoen indicated use slows after the Celtic Festival in November.

4
5 John Purcell asked if the subfloor had been examined. Hoen noted the subfloor was
6 car decking. Barbara Covell stated she had the engineered hardwood in their home and
7 was disappointed in how easily it could scratch. She indicated the Cortec was virtually
8 waterproof.

9
10 Moore indicated Clerk Richter was ready to take the supplemental budget.

11
12 Johnson moved to proceed with a Cortec product for the Multipurpose Room floor: Aye
13 – 4; No - 0.

14 15 **B. Commons Pricing**

16 Fran Morse expressed thanks to the Commission for addressing a complaint by a
17 community member. Morse read her statement on why the City should grandfather in a
18 low cost agreement for One of Us Productions to rent the Commons. She noted from
19 the Candidate's Forum last night there seemed to be concern with changes in Yachats
20 not being good. She proposed the emotional change that is going around was more
21 about the dissolution of the Friends of the Commons. She indicated she wanted to
22 address Big Bang, YAAS, and One of Us Productions.

23
24 Morse recalled the Friends had previously had issues around whether they reported to
25 Parks and Commons because of the money the City gave to the Friends for the User
26 Support Manager position. She suggested that issue has gone away and Parks and
27 Commons was the remaining entity that could take ownership of long-standing,
28 treasured groups. She noted the issue was about more than money. She believed the
29 impact of the Parks and Commons decision around this issue would be a significant
30 statement and resolution of the tension in the community.

31
32 Morse stated that while an offer had been made to sponsor One of Us, she believed
33 these groups should have deeper, more than just financial support from the City. She
34 suggested Parks and Commons could help diminish the negativity in the community.

35
36 Morse asked the Commission to consider grandfathering in these groups because of
37 their relationships with the City.

38
39 Hempen indicated he believed Morse's letter was convincing and he very much wanted
40 to support the arts. He recalled the City Council did not want to make exceptions when
41 they re-examined the rate structure. Morse suggested new organizations were "all
42 about the people" but after they grow, they become more about the rules. She
43 suggested that there was a gray zone between the two states.

44
45 Johnson noted all three groups actually have a home and have negotiated agreeable
46 fee structures. Moore noted there might be an issue with the One of Us arrangement

1 with the Drift Inn. Johnson did not support making such a decision at this time.

2
3 Shrock expressed concerned that One of Us wanted their special rate so they could
4 continue to have the ability to give money away. He was not in favor of making
5 exceptions. He was not sure that a decision needed to be made today.

6
7 Carl Miller reported he thought the deal with Hetzler was still on the table but it would be
8 through Polly Plumb Productions.

9
10 Hoen asked Miller what the Friends previously did for One of Us. Miller indicated they
11 allowed them to pay a total of \$400 to use the equipment, and the facilities, and they
12 had insurance under the Chamber.

13
14 Hoen stated she felt like the “elephant in the room.” She noted the city was working very
15 hard to pick up where the Friends left off, noting the vegetarian dinner.

16
17 Hoen proposed that 501(c)3 organizations be able to give a donation back to the
18 Commons for care of the building in lieu of rent. She noted that insurance would still
19 need to be covered. She suggested the 501(c)3’s carry their own liability insurance.
20 She noted that it would likely be cheaper for these nonprofits to purchase insurance and
21 make a contribution. Morse liked what Hoen suggested. Morse indicated she did not
22 care about the money. Morse stated cares about the emotions of the community.

23
24 Moore recalled when Manager Davies came to him about all of the exceptions to the
25 Commons rent system, she was emphatic about standardizing the rates. Moore
26 acknowledged he underestimated the emotional backlash that came out of that
27 decision. Moore suggested the issue was not about taking money in, it was about
28 finding ways to maintain the building.

29
30 Moore noted at the last Commission meeting, the Commission was ready to establish a
31 relationship with One of Us to charge 25% of net revenues in lieu of rent. Johnni
32 Prince, One of Us Board Member, added that the meeting of the Friends Board with
33 Commission members was successful and One of Us was willing to proceed with that
34 arrangement.

35
36 Anderson explained her opinion had changed and that she was supportive of special
37 arrangements for groups like One of Us. However, she cautioned that giving a blanket
38 deal to 501(c)3 organizations would not be wise as some of these groups as some are
39 set up for a specific event related to their mission and other are more of an umbrella
40 group who support a large array of activity.

41
42 Shrock stated he would not support any exemption for One of Us as long as they were
43 giving away money without paying “their fair share.”

44
45 Johnson asked for clarification on the different percentage rates offered to One of Us
46 and Big Band. Moore explained One of Us has substantially different expenses than

1 Big Band.

2
3 Hempen argued that what is more at stake here is the sense of the Community that the
4 City does not care. He believed that it was important to show that the City was not just
5 here for money.

6
7 Moore noted the Commission was deadlock so a vote today would not be productive,
8 and he suggested that the Commission address the matter again at the November
9 meeting. Morse noted that the fact that there were two Commissioners absent
10 warranted another discussion at the next meeting. Johnson and Shrock did not want to
11 readdress the issue. Moore wanted to have a full Commission before making a final
12 decision on such an important matter.

13
14 Prince clarified that the money One of Us “gives away” comes out of their net and was
15 not counted as an expense from the gross. She added that Shrock’s comments were
16 asking One of Us to violate their mission statement to give back to the community.

17 18 **C. Commons Policy Manual Update**

19 Moore reported he was anticipating resolving the One of Us questions so he could take
20 the matter back to Council for final approval. Given the plans to readdress the issue in
21 November, Moore indicated this issue would be on the November agenda.

22 23 **IV. Other Business**

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

25 26 **B. From the floor**

27 Langley noted he has attended many meetings and was under the impression of the
28 deal with One of Us was to avoid going into debt. Therefore, he thought their argument
29 about it being not an expense was invalid.

30
31 John Purcell stated he was interested in being a member of the Commission. Purcell
32 summarized his background. He noted his experience in running a nonprofit and
33 managing a large electrical distributor. He stated his only hesitation was over being
34 new to the Community.

35
36 Shrock recalled when he and his wife came to Yachats they were eager to contribute.
37 He stated he would love to have Purcell on board. Moore, Hempen, and Johnson
38 concurred with Shrock.

39
40 Hempen moved to recommend to the City Council that they appoint John Purcell to
41 Parks and Commons Commission: Aye – 4; No - 0.

42
43 Moore adjourned the meeting at 4:32 pm.

Minutes prepared by H.H. Anderson, October 22, 2018

TRAILS COMMITTEE – Parks and Commons report – November 15, 2018

YIPS! (10-19-2018) – Over 2 years ago, a major project was undertaken in the area behind the Commons; three sizable areas of blackberries and other invasives were cleared, the ground was covered with heavy duty weed cloth and wood chips were placed on top. During this YIPS! session the chips and ground cloth were removed and the ground was tilled; special thanks are due to Will Williams who brought his tractor and his skill at operating it. Just a day or so before recent rains, grass seeds were sown and are now germinating.

Trails (11/3/2018) – 20 volunteers worked at a variety of tasks – two sets of steps were installed on a portion of the Gerdemann Botanic Preserve public trail, tune up work was done on some existing steps, and a group of volunteers removed weeds from the play area behind the Commons. Almost the entire group got together at the Drift Inn afterwards to enjoy lively discussion as well as drinks and snacks. Many thanks to Linda Hetzler for her ongoing support!

Suspension Bridge Project – Eric Watson of Miller Consulting Engineers made a site visit for this project. It was determined that the south terminus of the bridge will need to be anchored about 20 feet into SNF property. This will add more hoops but also will allow the Siuslaw National Forest to partner with this project. The Cape Perpetua Foundation may also become a partner.

Rainshadow Running – The races were held 10/13 and 10/14. The race organizers made some repairs to the trail after the races and several Trails Committee members looked over portions of the Amanda Trail with the race organizers afterwards to confirm that the trail is in good condition.

Urban Forest Trail – Work on this trail will take place at an upcoming Trails session. We are still waiting for direction from the City about what does or does not have to be done before holes can be dug for fence posts and potential vegetation planting.

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates
2018-2019 Planning Cycle

Cost Estimates		2016-17	2016-17	2017-18	2017-18	2018-19	2018-19	Spent as of 10/8/2018	5 Year Capital Improvement Plan				
Capital Spending Category	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	2019-20		2020-21	2021-22	2023-24	2024-25	
<u>Library</u>													
Relocation/Renovation/Configuration	40,000			20,000	50,000		4,440	25,000					
<u>Little Log Church and Museum</u>													
Replacement of the south wall Funded by Visitor Amenities (\$112,000)	0	30,000	35,000	0	150,000		98	150,000 (113,000)					
<u>Commons</u>													
Urinals - Update Men's Room			0	10,000									
Wind machine - Electrical Generator #2									0				
Fitness Trail	21,000							21,000					
New Roof	65,000				65,000	20,000	66,263						
Support Beam under City offices				10,000									
Stage Area Electrical Upgrades	10,000			10,000									
Commons Building Code Upgrades				10,000									
Balance of List - Not Prioritized								10,000	10,000	10,000	10,000		
Community Garden								13,000					
Entry Portals - 4 @ 14,500	22,500							14,500	14,500	14,500	14,500		
Fire Circle	5,000							5,000					
Native American Court	5,000							5,000					
YYFAP Courtyard								28,000					
Ball Field		2,500											
Main Entry Improvements								26,000					
New Floor - MP room (\$8500 from Alsea Bay)						32,000.00							
	128,500	2,500	0	30,000	65,000	52,000.00	66,263	122,500	24,500	24,500	24,500		
											10,000		