

1. Agenda

Documents:

[PNC_AGENDA_1-19-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[PARKS AND COMMONS RENT REPORT - 1-19-2017.PDF](#)
[REVENUES AND EXPENDITURES REPORT - 1-19-2017.PDF](#)
[USER SUPPORT REPORT FROM LEON - 1-19-2017.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, January 17, 2017 at 3:00pm

AGENDA

- I. Call meeting to order, IDENTIFY DATE OF MEETING AND NAME OF COMMISSION
- II. Minutes of December 15, 2016
- III. Reports
 - A. Commons User Support Manager
 - B. Year to Date: Revenue and Expenditure
 - C. Yachats Trails Committee
 - D. Public Works Report
- IV. Business
 - A. Project charter from the Friends
 - B. Expiring Terms
Lauralee Svensgaard, Derek Ojeda, and Don Niskanen
 - C. Election of Chair
- V. Other Business
 - A. From the Commission
 - B. From the Floor

Commission meets the third Thursday of each month.

Next meeting: Thurs., February 18, 2017 at 3pm

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: Oct. 18, 2016



CITY OF YACHATS

1/18/2017 8:14am

General Ledger

Page: 1

PARKS & COMMONS (24)

For the Fiscal Year 2017 Periods 1-7 Ending January 31, 2017

24-00-4335						Rents or Fees		Beginning Balance	Debit	Credit
Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description		Debit	Credit
46194	MR	CR	07/01/16				exercise		0.00	37.00
46194	MR	CR	07/01/16				CLARISSE SMITH		0.00	145.00
46203	GL	CR	07/05/16				Silver Surf - Tables		0.00	10.00
46203	GL	CR	07/05/16				Redford Reunion		0.00	355.00
46203	GL	CR	07/05/16				exercise		0.00	40.00
46206	MR	CR	07/06/16				tai chi		0.00	90.00
46206	MR	CR	07/06/16				table rental		0.00	10.00
46206	MR	CR	07/06/16				PICKLETBALL		0.00	19.00
46206	MR	CR	07/06/16				arts		0.00	39.79
46206	MR	CR	07/06/16				11 Annual Marbled Murrelet		0.00	54.00
46207	MR	CR	07/07/16				yoga		0.00	120.00
46208	MR	CR	07/08/16				exercise		0.00	42.00
46209	MR	CR	07/12/16				YACHATS ARTS GUILD		0.00	283.90
46209	MR	CR	07/12/16				YACHATS ACADEMY OF ARTS AND SCIENCE		0.00	400.00
46209	MR	CR	07/12/16				exercise		0.00	37.00
46210	MR	CR	07/13/16				YYFAP		0.00	300.00
46210	MR	CR	07/13/16				Rents/Fees-Commons		0.00	2.00
46210	MR	CR	07/13/16				exercise		0.00	41.00
46210	MR	CR	07/13/16				CONVERSATION ON RACISM		0.00	30.00
46210	MR	CR	07/13/16				arts		0.00	15.00
46258	MR	CR	07/14/16				MIMI NEAR MIICHEL		0.00	16.00
46336	MR	CR	07/18/16				Schuster Event		0.00	100.00
46336	MR	CR	07/18/16				pickleball		0.00	5.00
46336	MR	CR	07/18/16				exercise		0.00	47.00
46349	MR	CR	07/20/16				pickleball		0.00	5.00
46349	MR	CR	07/20/16				exercise		0.00	27.00
46349	MR	CR	07/20/16				arts		0.00	10.00
46354	MR	CR	07/21/16				yoga		0.00	20.00
46355	MR	CR	07/22/16				exercise		0.00	57.00
46356	MR	CR	07/25/16				picklet		0.00	2.00
46356	MR	CR	07/25/16				exercise		0.00	61.00
46378	AP	IN	07/26/16	7-26-16		1310-Ken Block	deposit return and rental refund		60.00	0.00
46389	MR	CR	07/27/16				exercise		0.00	29.00
46389	MR	CR	07/27/16				arts		0.00	9.00
46427	MR	CR	07/28/16				SHANGRI-LA		0.00	27.00
46428	MR	CR	07/29/16				Rents/Fees-Commons		0.00	117.50
46428	MR	CR	07/29/16				exercise		0.00	41.00
46431	MR	CR	08/01/16				YACHATS LIONS CLUB CRAB FEED		0.00	170.00
46431	MR	CR	08/01/16				tai chi		0.00	60.00
46431	MR	CR	08/01/16				PICKLET		0.00	4.00
46431	MR	CR	08/01/16				exercise		0.00	50.00
46431	MR	CR	08/01/16				BIDWELL FAMILY REUNION		0.00	60.00
46438	MR	CR	08/02/16				yoga		0.00	100.00
46439	MR	CR	08/03/16				Rents/Fees-Commons		0.00	55.00
46439	MR	CR	08/03/16				arts		0.00	40.00
46441	MR	CR	08/04/16				Crafts on the coast		0.00	513.00
46442	MR	CR	08/05/16				exercise		0.00	52.00
46472	MR	CR	08/08/16				Rents/Fees-Commons		0.00	345.00
46473	MR	CR	08/09/16				Rents/Fees-Commons		0.00	55.00
46559	MR	CR	08/10/16				Rents/Fees-Commons		0.00	92.00
46560	MR	CR	08/11/16				Rents/Fees-Commons		0.00	323.00
46561	MR	CR	08/17/16				Rents/Fees-Commons		0.00	56.20

CITY OF YACHATS

1/18/2017 8:14am

General Ledger

Page: 2

PARKS & COMMONS (24)

For the Fiscal Year 2017 Periods 1-7 Ending January 31, 2017

46563	MR	CR	08/19/16	Rents/Fees-Commons	0.00	53.00
46564	MR	CR	08/22/16	Exercise	0.00	48.00
46591	MR	CR	08/23/16	The Eternal Church of God	0.00	3,696.66
46591	MR	CR	08/23/16	Paul Engelmeyer - picnic shelter Sept 9	0.00	27.00
46591	MR	CR	08/23/16	exercise	0.00	62.00
46591	MR	CR	08/23/16	Art in the Kitchen	0.00	10.00
46604	MR	CR	08/29/16	exercise	0.00	42.00
46608	MR	CR	08/30/16	exercise	0.00	4.00
46740	MR	CR	08/31/16	pickle ball	0.00	2.00
46740	MR	CR	08/31/16	exercise	0.00	44.10
46740	MR	CR	08/31/16	Art in the Kitchen	0.00	9.00
46750	MR	CR	09/01/16	Rents/Fees-Commons	0.00	300.00
46750	MR	CR	09/01/16	One of Us Productions	0.00	100.00
46751	MR	CR	09/02/16	Yoga Altruh	0.00	130.00
46751	MR	CR	09/02/16	Exercise	0.00	53.00
46752	MR	CR	09/07/16	Rents/Fees-Commons	0.00	151.00
46753	MR	CR	09/08/16	Rents/Fees-Commons	0.00	1,995.34
46754	MR	CR	09/09/16	Rents/Fees-Commons	0.00	55.00
46755	MR	CR	09/13/16	Rents/Fees-Commons	0.00	27.00
46756	MR	CR	09/14/16	Rents/Fees-Commons	0.00	32.00
46852	MR	CR	09/15/16	Rents/Fees-Commons	0.00	22.00
46853	MR	CR	09/16/16	Rents/Fees-Commons	0.00	64.00
46860	MR	CR	09/20/16	Rents/Fees-Commons	0.00	69.00
46862	MR	CR	09/21/16	YACHATS ARTS GUILD	0.00	418.70
46862	MR	CR	09/21/16	Rents/Fees-Commons	0.00	30.00
46863	MR	CR	09/22/16	Rents/Fees-Commons	0.00	15.00
46864	MR	CR	09/23/16	Rents/Fees-Commons	0.00	56.00
46866	MR	CR	09/26/16	Rents/Fees-Commons	0.00	48.00
46866	MR	CR	09/26/16	Pacific Coast Wind Ensemble	0.00	27.00
46871	MR	CR	09/28/16	Rents/Fees-Commons	0.00	70.00
46907	MR	CR	09/30/16	Rents/Fees-Commons	0.00	52.50
46912	MR	CR	10/03/16	Rents/Fees-Commons	0.00	43.00
46913	MR	CR	10/05/16	Rents/Fees-Commons	0.00	150.42
46915	MR	CR	10/06/16	yyfap	0.00	300.00
46916	MR	CR	10/07/16	Rents/Fees-Commons	0.00	37.00
46924	MR	CR	10/10/16	Rents/Fees-Commons	0.00	30.00
46969	MR	CR	10/12/16	Rents/Fees-Commons	0.00	96.00
47048	MR	CR	10/20/16	Rents/Fees-Commons	0.00	20.00
47052	MR	CR	10/21/16	Rents/Fees-Commons	0.00	59.00
47068	MR	CR	10/26/16	Yachats Presby Church	0.00	75.00
47068	MR	CR	10/26/16	Rents/Fees-Commons	0.00	20.00
47068	MR	CR	10/26/16	exercise	0.00	38.00
47069	MR	CR	10/27/16	Rents/Fees-Commons	0.00	119.00
47146	MR	CR	10/28/16	Rents/Fees-Commons	0.00	49.00
47147	MR	CR	10/31/16	Rents/Fees-Commons	0.00	160.00
47147	MR	CR	10/31/16	paul engelmeyer	0.00	75.00
47157	MR	CR	11/02/16	Rents/Fees-Commons	0.00	67.00
47157	MR	CR	11/02/16	crafts on the coast	0.00	1,387.00
47168	MR	CR	11/03/16	Rents/Fees-Commons	0.00	122.00
47173	MR	CR	11/04/16	Rents/Fees-Commons	0.00	341.00
47226	MR	CR	11/08/16	Rents/Fees-Commons	0.00	41.00
47315	MR	CR	11/09/16	Rents/Fees-Commons	0.00	65.00
47338	MR	CR	11/14/16	Rents/Fees-Commons	0.00	92.00
47345	MR	CR	11/16/16	Rents/Fees-Commons	0.00	67.00
47357	MR	CR	11/17/16	Rents/Fees-Commons	0.00	42.75
47357	MR	CR	11/17/16	ocean renewable event	0.00	67.50
47362	MR	CR	11/18/16	Rents/Fees-Commons	0.00	63.50

CITY OF YACHATS

General Ledger

Page: 3

PARKS & COMMONS (24)

For the Fiscal Year 2017 Periods 1-7 Ending January 31, 2017

47363	MR	CR	11/21/16	Rents/Fees-Commons	0.00	41.00
47366	MR	CR	11/28/16	Rents/Fees-Commons	0.00	106.00
47468	MR	CR	11/30/16	Rents/Fees-Commons	0.00	51.00
47469	MR	CR	12/01/16	Rents/Fees-Commons	0.00	63.19
47474	MR	CR	12/02/16	Rents/Fees-Commons	0.00	78.00
47475	MR	CR	12/05/16	Rents/Fees-Commons	0.00	137.00
47539	MR	CR	12/07/16	Rents/Fees-Commons	0.00	227.00
47543	MR	CR	12/08/16	Rents/Fees-Commons	0.00	372.00
47572	MR	CR	12/09/16	Rents/Fees-Commons	0.00	36.00
47573	MR	CR	12/12/16	Standing Rock Event	0.00	15.00
47573	MR	CR	12/12/16	Rents/Fees-Commons	0.00	40.00
47590	MR	CR	12/13/16	zumba	0.00	108.32
47612	MR	CR	12/14/16	Rents/Fees-Commons	0.00	51.00
47620	MR	CR	12/16/16	Rents/Fees-Commons	0.00	44.00
47622	MR	CR	12/19/16	Rents/Fees-Commons	0.00	24.00
47653	MR	CR	12/21/16	Rents/Fees-Commons	0.00	67.00
47657	MR	CR	12/23/16	Rents/Fees-Commons	0.00	17.00
47661	MR	CR	12/28/16	Rents/Fees-Commons	0.00	65.00
47757	MR	CR	12/30/16	Rents/Fees-Commons	0.00	25.00
47760	MR	CR	01/04/17	Rents/Fees-Commons	0.00	63.00
47762	MR	CR	01/06/17	Rents/Fees-Commons	0.00	57.00
47769	MR	CR	01/09/17	Rents/Fees-Commons	0.00	454.00
47770	MR	CR	01/11/17	Rents/Fees-Commons	0.00	62.00
47772	MR	CR	01/12/17	Rents/Fees-Commons	0.00	30.50

Ending Balance		18,133.87
----------------	--	-----------

24-00-4336

Rent-City Hall

Beginning Balance		0.00
-------------------	--	------

Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description	Debit	Credit
46353	GL	GJ	07/01/16				Interfund transfers for 2016-2017	0.00	17,800.00
Ending Balance									17,800.00
								Debit	Credit
Beginning Balance									0.00

24-00-4480

Gifts and Donations

Beginning Balance		0.00
-------------------	--	------

Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description	Debit	Credit
46594	MR	CR	08/26/16				Exercise class	0.00	43.00
47146	MR	CR	10/28/16				Donations-Commons	0.00	150.00
47226	MR	CR	11/08/16				Donations-Commons/doggie bag	0.00	5.00
47343	MR	CR	11/15/16				Donations-Commons	0.00	5.00
47539	MR	CR	12/07/16				Donations-Commons/doggie basgs	0.00	20.00
Ending Balance									223.00

Total Debits and Credits	60.00	36,216.87
--------------------------	-------	-----------

Grand Total Debits and Credits	60.00	36,216.87
--------------------------------	-------	-----------

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget
For PARKS & COMMONS (24)
For the Fiscal Period 2017-7 Ending January 31, 2017

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Revenues										
24-00-4095	Cash Carry Forward	\$	0.00	\$	0.00	\$	1,340.00	\$	6,105.78	(355.66%)
24-00-4335	Rents or Fees		0.00		666.50		22,000.00		18,133.87	17.57%
24-00-4336	Rent-City Hall		0.00		0.00		17,800.00		17,800.00	0.00%
24-00-4480	Gifts and Donations		0.00		0.00		0.00		223.00	0.00%
24-00-4490	Other Local Sources		0.00		0.00		0.00		0.00	0.00%
24-00-4861	OP Transfer from General Fund		0.00		0.00		125,437.00		125,437.00	0.00%
24-00-4866	OP Transfer from Visitor Amenities		0.00		0.00		41,812.00		41,812.00	0.00%
Total PARKS & COMMONS Revenues		\$	0.00	\$	666.50	\$	208,389.00	\$	209,511.65	(0.54%)
Expenditures										
24-01-5110	Personnell Allocation	\$	0.00	\$	0.00	\$	5,000.00	\$	0.00	100.00%
24-01-5114	City Hall Help		0.00		0.00		4,810.00		2,334.86	51.46%
24-01-5120	Payroll Taxes		0.00		0.00		422.00		185.00	56.16%
24-01-5130	Payroll Benefits		0.00		0.00		2,322.00		621.62	73.23%
24-01-5204	Commons Landscaping		0.00		0.00		2,400.00		1,564.50	34.81%
24-01-5219	Piano Expenses		0.00		0.00		200.00		240.00	(20.00%)
24-01-5222	Insurance		0.00		0.00		4,041.00		4,484.04	(10.96%)
24-01-5240	Office Materials, Supplies & Expenses		0.00		0.00		400.00		247.99	38.00%
24-01-5251	Office Phone, Cell or DSL		0.00		0.00		2,700.00		1,339.47	50.39%
24-01-5252	Office Utilities		0.00		0.00		5,000.00		2,699.58	46.01%
24-01-5260	Professional Services		0.00		0.00		36,000.00		36,120.00	(0.33%)
24-01-5330	Maintenance-Building or Land		0.00		0.00		17,000.00		21,261.51	(25.07%)
24-01-5335	Custodial Support & Supplies		0.00		0.00		7,000.00		2,430.85	65.27%
24-01-7126	OP Transfer to Reserve Fund		0.00		0.00		116,594.00		116,594.00	0.00%
24-01-7213	Operating Equipment		0.00		0.00		500.00		0.00	100.00%
24-01-7221	Park Improvements		0.00		0.00		4,000.00		0.00	100.00%
24-01-8100	Unallocated Ending Fund Balance		0.00		0.00		0.00		0.00	0.00%
Total PARKS & COMMONS Expenditures		\$	0.00	\$	0.00	\$	208,389.00	\$	190,123.42	8.77%
PARKS & COMMONS Excess of Revenues Over Expenditur		\$	0.00	\$	666.50	\$	0.00	\$	19,388.23	0.00%

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2017-7 Ending January 31, 2017

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	666.50	\$	208,389.00	\$	209,511.65		(0.54%)
Total Expenditures	\$	0.00	\$	0.00	\$	208,389.00	\$	190,123.42		8.77%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	666.50	\$	0.00	\$	19,388.23		0.00%

User Support Report

January 2017

Leon Sterner

Table Cloths are under the care of Dan the Iron Man! Dan Dolan is doing a very good job keeping us in clean and ironed table cloths for events at the Commons. He is charging an average of \$3.00 per cloth. Also, Nan Scott has recently labeled the cloths for easier identification when stacked in cupboards where they are stored in the Kitchen. I would like to determine a reasonable way to recover some of this cost when cloths are being used at non-Friend's events. Perhaps a \$4.00 per cloth fee could be charged for each cloth used. This would recover the cost of washing and ironing and a bit extra for Friends handling and purchasing of new cloths. I'd like a simple form to give to event planners who wish to use them which would explain the process and charges.

An ongoing issue, especially apparent these rainy days, is the cascading water fall outside of the North Doors at the Commons. This makes it very difficult for public to enter and leave when it is raining. I believe Public Works has looked into this, however, the situation seems to remain problematic. I will address this issue with Public Works - and suggest that we communicate with whoever did the gutter work to remedy the situation.

A new electrical outlet box has been installed beneath the Circuit Breaker box by the double doors inside the Kitchen. This makes accessing electrical connection easier, as the box on the North wall is located on the wall behind where we normally store the 8' rectangle tables.

I have been in contact with Max Glen from the Lion's Club - and they are not ready at this time to pass on any of their folding chairs. They need all of their chairs for the upcoming Crab Feed. I will pursue other options for chairs at the 501 building.

The Lion's Club Crab feed is approaching. To insure that we have adequate capacity for the large amount of refuse generated by this event - I am reminding the Trails Crew and any others who use the green dumpsters by the Electric Car Charging station to not use them on Friday or Saturday - January 27-28th - as the dumpsters are reserved for the Crab Feed activities. Set up for Crab Feed will be Friday evening at 5:30 - and there will be two seatings on Saturday - Noon and 4pm - at the Commons for Crab meals - as well as a seating at the Lion's Club at 4pm. Thank you for your cooperation.

Giving Tree setup, running and take down went well this year. Decorations have been stored in Room 3 closet.

Bonnie Thornton and I are working together to organize a series of movies at the Commons. We have reinstated our Movie license. The plan is to show Vintage Musical/Dance videos in Room 8 - using the projection system in there. The overhead projector will serve us well for this application. I am exploring several options to add the audio piece of the equipment. Plan is to have movies on the first Sunday of the month at 2pm. If this date works, I'll make reservations on the calendar.