

# CITY OF YACHATS

## PARKS AND COMMONS

January 19, 2017

### Minutes

The January 19, 2017 meeting of the Parks and Commons Commission was called to order by Chair Don Niskanen at 3:00pm in Room 1 of the Yachats Commons. Members present: Don Niskanen, Ruth Bass, Scott Gordon, W John Moore, Dean Shrock. Absent: Lauralee Svendsgaard, Derek Ojeda. Also present: Building Manager Leon Sterner.

#### **I. Minutes**

Correction for December 15, 2016 Minutes: Page 2, Line 6: delete "picnic shelter," and insert "and" in place of "," (comma) between "skate park" and "playground"

Motion to approve December 15, 2016 as amended in note above: Aye - 5; No - 0. Minutes approved.

#### **II. Announcements**

Chair Niskanen announced he stepping down from the Parks and Commons Commission. Niskanen turned the meeting over to Commissioner Moore.

#### **III. Reports**

##### **A. Commons User Support Manager**

1. Moore stated the proposal to charge \$4.00 per tablecloth to recover cleaning costs from non-Friends sponsored events is a good idea.
2. Facilities Manager Sterner reported he has a video of cascading water problem outside northeast Commons door which he will email to commissioners. He stated the gutters need redesigning.
3. Sterner reported he is discussing with the Friends of the Commons acquiring new tables to replace poorly working existing tables and to have new ones for storing at the 501 building.
4. The holiday giving tree was successful in generating income and educating visitors.
5. The Friends are initiating a movie night in Room 8 on the first Sunday of the month at 2 pm. Sterner stipulated they cannot explicitly use movie titles in any advertising including on the building marquis.

##### **B. Year to Date: Revenue and Expenditure**

Commissioner Shrock noted that the source of revenues was not specified in the report. Shrock argued that having more information on revenue sources would enable the commission to make more informed decisions on how to use the Commons facility.

Manager Davies indicated she was aware of the anomalies in the last revenue and expenditure report. Davies reported the staff is having difficulty merging the two databases that contain all the financial information. Davies asked for input on how

monies are attached to City Hall versus the Commons for bills from providers such as Oregon Linens, repair persons, and utility/service providers.

Sterner asked Manager Davies if the 501 Building is under the purview of City Hall or the Commons. Davies indicated the 501 Building is part of the Commons, but should still be considered a separate entity. The commission and Manager Davies did not reach a final consensus on how to manage the partitioning of billing when outside companies collapse billing to city entities.

#### **C. Yachats Trails Committee**

The Trails Committee activities included:

1. Maintenance on the Ya'Xaik Trail
2. Removing ivy from the banks of the bluff near Koho on the south side of the bay
3. Participation of over 50 volunteers and over 100 non-volunteers in the New Year's Day Peace Hike
4. Receiving FEMA money to be applied toward repairs in the Amada Grotto
5. Creating a list of volunteers to work when needs arise between scheduled trails work days
6. Receiving 227 hours of volunteer work in December

#### **D. Public Works Report**

The commission decided this item is not needed for the agenda on an ongoing basis.

### **IV. New Business**

#### **A. Project Charter from the Friends**

Friends of the Commons Chair Rose Valentine reported they have received two grants. The Three Rivers Casino has contributed \$5,000 toward the replacement of carpet in the Commons. The Lincoln County Economic Development Fund has contributed monies toward the installation of LED lights in the Commons.

Mary Aebi explained the process the group used to select carpet, including consideration for people who may be adversely affected by patterns that are overly "busy." Sterner reported changes in which areas will be carpeted to include Room 1, the south entry area and hall, and the initial section of City Hall on the door side of the counter. Commissioner Bass asked if the Friends had used a bidding process for the installation. Valentine reported they did seek selective bidding on the basis of supporting area businesses.

Valentine reported the Friends had originally applied for two grants for the LED lighting project for the entire commons. The Oregon Community Foundation did not provide funding. The Friends decided to first complete lighting in the multi-purpose room and possibly Room 8 or the kitchen. Additional lighting will be added as money becomes available.

#### **B. Expiring Terms**

Commissioners Svendsgaard and Ojeda have submitted paperwork indicating their desire to remain on the commission. Gordon moved the commission forward the names of Svendsgaard and Ojeda to the City Council for appointment: Aye - 4; No - 0. Motion approved.

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2 **IV. Other Business**  
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4 **A. From the Commission**

5 Election of a new chair was moved to the February 16 meeting.  
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7 **B. From the Floor**

8 Sterner wanted to thank Bass for her work in getting 112 entries for the upcoming Quilt  
9 Show.  
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12 Meeting Adjourned 3:58 pm.  
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15 **Next Meeting: Thursday, February 16, 2017 at 3:00pm**  
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20 Acting Chair, W John Moore

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Date

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25 Minutes prepared by H.H. Anderson on March 27, 2017