

1. Agenda

Documents:

[PNC_AGENDA_2-18-16.PDF.PDF](#)

2. Meeting Materials

Documents:

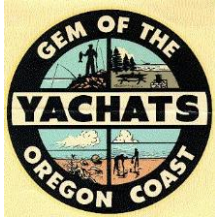
[USER SUPPORT REPORT - 2-18-16 \(2\).PDF](#)

[USER SUPPORT REPORT - 2-18-16.PDF](#)

[PARKS AND COMMONS MINUTES - 2-18-16.PDF](#)

[REVENUE AND EXPENDITURES - 2-18-16.PDF](#)

[TRAILS REPORT - 2-18-16.PDF](#)



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
Civic Meeting Room – Yachats Commons
February 18, 2015
REGULAR MEETING – 3:00 P.M.

- I. Minutes – December 17, 2015
- II. Reports
 - A. Commons User Support Manager
 - B. Year to Date: Revenue and Expenditures
 - C. Yachats Trails Committee
 - D. Public Works Report
- III. Business
 - A. Donor Policy
 - B. Bumping Policy
 - C. New Commission Members
 - D. CIP 2016
 - E. New LED Light Fixtures and Carpeting for the Yachats Commons
- IV. Other Business
 - A. From the Commission
 - B. From the Staff
 - C. From the Floor

Next Meeting – March 21, 2015

This meeting is open to the public and all interested citizens are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be given to the City Office one-week prior to the meeting. Minutes of all public meetings are available for review in the City Office. The facility is handicapped accessible; those needing assistance please contact the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance.

The City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Posted February 16, 2016 by Linda Wangsness, Deputy City Recorder



February 2016
User Support Report
Leon Sterner

The skate park equipment has arrived! Three long awaited elements arrived early last week from Paris Equipment Manufacturing Limited of Princeton, Ontario (Canada) and were off loaded from a semi-trailer with the help of Nathan from the Farm Store, and Russ from Public Works. Thanks to a good volunteer crew of Mike Guerriero, Bob Barrett and Zach Barrett the first phase of assembly for the two main elements - the "quarter pipe" and "bump pump" features was accomplished. I am consulting with skaters to determine final layout design. A local contractor has agreed to install 6 cement pads for the back of the quarter pipe feature to rest on. This will allow for the largest space on the slab to be available for skating. Once we get the footings in, and the final placement design agreed on, we can place and finish assembly. There will also be a "rail" feature when work is complete.

Planning continues on the Skate Park Mural project. The plan is to 'smooth off' and prime the surface of the wall to make it ready for the actual mural painting. Area youth will work with mural artist Mike Guerriero to come up with a design for the mural. Currently, Mike is meeting with several art classes at Waldport High School - and they are creating images that will be worked into a final design. This design will be shared with the Parks and Commons Commission and City Council for their approval. When the design is approved, and weather is permitting, Mike will work with area youth to paint the mural. The wooden fence above the wall will also be painted before the actual mural work begins.

There is an update to the LED lighting project. We were able to gather a good amount of information from the three sources for this project: 1) PUD rebate information, 2) the cost of appropriate fixtures and 3) labor estimates from electrical contractors. However, we were not able to obtain a sufficient amount of information and permissions to meet the January submission date for the Oregon Community Foundation. Our new plan is to further research details for the project, and to re-submit the project to the Parks and Commons Commission and City Council for their permission to proceed (approval). We are also looking at the possibility of adding the replacement of fluorescent lights with LED lights at the bank building to this project.

I am working with Pro Sound and Video of Eugene, OR along with another acoustic design engineer to purchase the six wireless microphones and build the acoustic ceiling/wall panels that were proposed in our approved grant to the Three Rivers Foundation. Additional funding for that project was generously donated by Bill and Linda Nelson. I will share the details of both the microphone system and the acoustic panels with the Friends before I place and order and arrange installation details.

A reminder of two Public Works projects mentioned in earlier reports. Bollards replaced by the Electric Car Charging station - ones that are sub-surface mounted and will avoid damage to Dahl Disposal truck tires. And the trenching part of the North stairway/readerboard lighting project.

Thank you.

January 2016
User Support Report
Leon Sterner

The LED Lighting Project to replace the current florescent lighting in the Commons building with LED fixtures has progressed a great deal in past month. Visits by PUD representative Frank Salazar and HR Stearns Lighting Systems representative Mychal Smith have resulted in a detailed inventory of existing fixtures as well as specific recommendations for LED replacements. Salazar has demonstrated that by replacing our present fixtures with LED ones, the Commons will consume less energy for lighting, bulb replacement and other maintenance will decrease, and we'll have a better quality of lighting. Our rebate will likely be around 5,200 dollars. Smith has given us a detailed design of both type and location of new LED fixtures. I am working with Platt Electric (who is distributor for the hardware), along with several electrical contractors to come up with multiple electrical bids to gain a more exact cost for this project. The Friend's grant writing team has produced a Project Charter and a budget with this information, which I have shared with City Council, Parks and Commons, Public Works and City staff along with members of the Friends of the Commons. My hope is to ask for, and receive permission to proceed with a grant application to the Oregon Community Foundation for a portion of the funding. Please refer to the budget document for details. Thanks to all who are participating to move this project forward in a timely manner.

Skatepark: I have been communicating with Brent Dunseith with Paris Equipment about the shipment of our skatepark equipment. He indicates that finishing touches are being put in place, and it is likely to ship later this week or early next week. I will assemble an Installation Group including public works and community volunteers to assemble and secure in place, the various park elements. Project reports for the Skatepark Project will soon be due to Meyer memorial Trust (February 15th) and The Ford Family Foundation (February 28th).

Work in the Women's bathroom has been completed. New sinks, countertop, hand dryer, new toilets and flooring tiles have been installed. Still to come is a vent in the door which will allow better air exchange for the newly installed exhaust fans. There is a long-range plan to remodel the Men's restroom as well. Until that time, I have suggested to Public Works that a new exhaust fan and door vent also be installed (in the Men's restroom) to improve the air quality in this room.

Public Works informs me that work is soon to be done to add lighting to the Reader Board and to the stairway on the northeast corner of the Commons building. I will again address the issue of significant waterfalls coming down during rainy times - directly onto the area where people enter and exit through the north doors of the Commons building. The gutter system apparently needs either some repair or maintenance.

I have brought it to the attention of City Workers and Parks and Commons that the yellow bollards (the yellow road barriers) are a problem - they damage the tires of Dahl Disposal trucks. For that reason, the main garbage bin has been positioned out by the electric car charging station. This is very inconvenient for those taking garbage out from the Commons....and it attracts a good deal of non Commons use by those who put garbage in there from home and/or other sources. If we get correct bollards (traffic controls) installed, Dahl's Disposal can drive over them when in retracted position, and when upright, they will prevent public from driving in that area and compromising safety in the playground area.

No further updates on the Carpet Replacement project as most of my “project time” has been spent on the LED Lighting project.

I am investigating an acoustic upgrade in Room 8 and in the Multi-purpose Room. Audio designers who helped during the recent Rainspout Festival have offered to help design upgrades and assist with the acquisition of equipment. Strategically placed acoustic panels in both the MP room and Rom 8 will serve to “dampen” sound and make it easier to create better quality audio.

As we put the Giving Tree to rest, after another good season, it was agreed that it provided a nicely visible statement about who the Friends are and what projects we have recently and hope to work on. Decorations are stored in the Room 3 closet in the Commons. Jo Crooks offered to make some new and revised “donation-ornament” cards for use next holiday season Giving Tree.

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
Civic Meeting Room – Yachats Commons
February 18, 2016

The regular meeting of the Parks and Commons Commission was called to order by Chair Don Niskanen at 3:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Niskanen, Dean Shrock, Ruth Bass, Derek Ojeda and Lauralee Svendsgaard.

I. Minutes – December 17, 2015

Motion to adopt the Minutes of December 17, 2015, Aye – 5, No – 0,

II. Reports

A. Commons User Support Manager – Attached, in writing.

Sterner commented on the new LED lighting project progress: there is no cost to the city for the project and the maintenance will be less with the new bulbs.

Mike and Rose, from the audience discussed the skate park mural project, design and execution. Niskanen state he needs to design submitted to the commission for approval before recommending it to Council.

Niskanen requested to Sterner that a representative from the “Friends” attend the Parks and Commons Commission meeting each month.

Sterner also reported that the Friends received the grant for the wireless microphones. They should be in by April.

B. Year to Date: Revenue and Expenditures – Attached, in writing.

C. Yachats Trails Committee – Attached, in writing

Svendsgaard reported on the Trails Committee submitted report from the OPRD regarding the Amanda trail/bridge washout. Also reported was the revenue from the News Years Day Peace Hike which will be going towards signage containing information about the Native American History and being placed south of the bridge by the stairs on the south part of the park. Discussion ensued about the City taking over the maintenance of the State Park at the “Yachats Point”.

Svendsgaard stated she will have an action item regarding the Gerdeman Garden/Jim’s loop and the maintenance by the Trails Committee.

1
2 **D. Public Works Report- None**
3
4

5 **III. Business**

6 **A. Donor Policy** - Svendsgaard will be working with Ojeda and the Mayor on
7 the donor policy.
8

9 **B. Bumping Policy** – Discussion ensued about the exercise class getting
10 bumped by an outside group the morning of a regularly scheduled
11 class without notice. Sterner stated the calendar program is getting
12 improved so to alleviate this issue.
13

14 **C. New Commission Members** – Shrock was recommended by Svendsgaard to
15 serve another appointment on the Parks and Commons Commission.
16

17 **D. CIP** - Discussion ensued regarding the CIP projects to be finished by the end
18 of June 2016. Niskanen would like the commission to come up with
19 ideas for the 2016-2017 fiscal year to be put into the budget.
20

21 **E. New LED Light Fixtures and Carpeting for the Commons** –

22
23 Niskanen stated this was discussed earlier.
24
25

26 **IV. Other Business**

27 **A. From the Commission** – Svendsgaard discussed the meeting she attended
28 with Mayor Brean and Dennis Comfort regarding the south 804 trail and the
29 traffic issues along the road and the possibility of the City taking over the road
30 from the County.
31

32 **B. From the Staff** - None.
33
34

35 **C. From the Floor** – None.
36

37 The meeting was adjourned at 4:00 p.m.
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41 _____
42 Don Niskanen, Chair
43

44 Attest:
45
46
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48 _____
Linda Wangsness, Deputy City Recorder

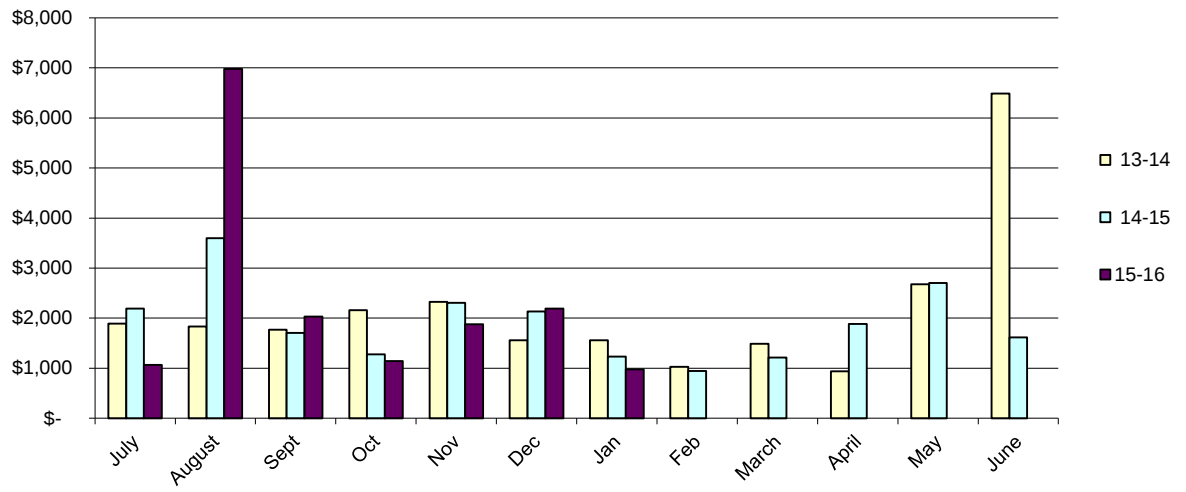
Fund 24 - Parks and Commons Fund

January

58% of budget

LINE	REVENUES	Prior Years			Current Year		
		11-12	12-13	13-14	14-15	15-16	Budget % of Budget
4095	Cash Carry Forward	23,501	4,875	22,634	5,418	5,822	-
4335	Rents, Fees	25,093	23,781	25,722	22,815	17,065	22,000 78%
4336	Rent - City Hall	17,800	17,800	17,800	17,800	17,800	17,800 100%
4337	Piano Rental						
4390	Miscellaneous Charges						
4480	Gifts and Donations		489		321	-	
4490	Other Local Sources						
4590	Other Federal Sources						
4690	Other State Sources						
4720	Anticipated Grants						
4790	Other Local Governments						
4861	OP Transfer from General	75,435	74,756	50,517	67,018	119,373	119,373 100%
4866	OP Transfer from Visitor Amenities	26,271	24,918	9,656	22,339	39,791	39,791 100%
4990	Total Revenue	168,100	146,619	126,329	135,711	199,852	198,964 100%
Expenditures							
Personal Services							
5110	Personnel Allocation (Public Works)			5,019	6,457	1,144	5,000 23%
5114	City Office Help	2,316	1,740	4,688	5,845	2,538	4,480 57%
5120	Payroll Taxes	354	149	363	464	197	388 51%
5130	Payroll Benefits	896	722	1,100	1,233	1,188	2,014 59%
5198	Total Personal Services	3,566	2,610	11,171	13,999	5,068	11,882 43%
Materials and Services							
5204	Commons Landscaping	1,200	1,980	2,315	2,043	800	2,400 33%
5219	Piano Expenses		108	109	365	40	200
5222	Insurance	2,193	3,309	3,596	3,605	4,438	4,021 110%
5240	Office Materials, Supplies	357	89	141	450	335	400 84%
5251	Office Telephone	1,670	2,101	2,742	2,110	1,528	2,040 75%
5252	Office Utilities	4,964	5,688	5,927	5,091	3,347	4,802 70%
5260	Professional Services	36,000	36,000	36,000	36,000	27,000	36,000 75%
5330	Maintenance - Land & Structures	12,175	10,653	16,581	18,384	8,370	17,000 49%
5335	Custodial Support and Services	6,307	7,160	6,375	7,491	3,526	7,000 50%
5498	Total Materials and Services	64,866	67,089	73,786	75,538	49,385	73,863 67%
7126	Transfer to Reserve Fund	49,167	23,817	35,000	39,739	103,000	103,000 100%
7209	Building Systems (heating)	45,000					
7213	Operating Equipment		859	1,319	219	-	
7215	Building Improvements		28,000	-		8,000	0%
7221	Park Improvements		1,610	-	-	-	
7298	Total Capital Outlay	94,167	54,287	36,319	39,958	103,000	111,000 93%
8000	Total Expenditures	162,599	123,985	121,276	129,496	157,452	196,745 80%

Commons Rents



Attached are six pics of today's meeting to assess and plan how to do the clean-up and re-opening of the Amanda Trail with Hancock Forestry engineer, Seth Sanders, David Weisenback and Doug Sestrich of OPRD, Kraig Lindelin of SNF, and Doc Slyter of the CTCLUSI. We spent over 2.5 hours going east up the repairman area and then west to the highway. The initial pics are of what it looks like in the 3/4s of a mile we hiked up and still did not see the sources of the slides. We determined that ODOT needs to be involved too since the culvert issues under highway 101 are compromising the area west of where the bridge use to be. What rock and silt that has come down will not be sustainable to replace the conifers that were destroyed. If Hancock gets involved it will need to be in August when there is possibility of drying out enough. BUT the goal is to get the trail reopened even temporarily. Plan is tentatively in place to do so. It is hope that we can get the Amanda Trail opened by June and will call on all of you to help when the time comes to fix and clean up from the federal forest side to East Windy Way. The longer plan for a year round fix will be central as well. But we need to get the trail opened. The most supportive thing you ll can co right now is stay away from the area and tell others to do the same. All that came today were diligent and very dedicated. I am very appreciative of the time they all took and the dedication to get the trail reopened. Thank you for all of your support.



