

1. Agenda

Documents:

[PNC\\_AGENDA\\_2-22-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[PARKS AND COMMONS MINUTES - 2-22-17 \(2\).PDF](#)

[PARKS AND COMMONS MINUTES - 2-22-17.PDF](#)

[TRAILS BUSINESS CARD - 2-22-17.PDF](#)



CITY OF YACHATS

## **SPECIAL**

## **PARKS & COMMONS COMMISSION MEETING**

441 Hwy 101 N., Yachats Commons, Room 1

**Wednesday, February 22, 2017 at 3:00pm**

### **AGENDA**

- I. Call meeting to order
- II. Business
  - A. Review applications for Commission Vacancy – Michael Hempen and Monica Ihnat
  - B. Recommendation to Council for new Commission member VOTE
  - C. Election of Vice-Chair VOTE

Commission meets the third Thursday of each month.

**Next meeting: Thursday, March 16, 2017 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](http://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: Feb. 21, 2017



**CITY OF YACHATS**  
**PARKS AND COMMONS SPECIAL MEETING**  
February 22, 2017

**Minutes**

The February 22, 2017 special meeting of the Parks and Commons Commission was called to order by Chair John Moore at 3:00pm in Room 1 of the Yachats Commons. Members present: Ruth Bass, Scott Gordon, Derek Ojeda, Dean Shrock and Lauralee Svendsgaard. Absent: none. Applicants present: Michael Hempen, Monica Ihnat. Staff present: City Manager Joan Davies, Water Department Lead Rick McClung. Audience: 1.

**I. Re-Opening Deliberations Regarding Applicants to Open Position**

A special meeting was called in order a vote made in Executive Session during deliberations of applicants at the February 16, 2017 meeting, Chair Moore explained the laws regarding executive sessions and then opened the further discussion of the applicants.

Moore also clarified the reasons that a commission member can abstain from voting, and that they must explain any perceived conflict of interest given as the reason to abstain.

Shrock moved to proceed with a vote to fill the vacant Commission seat: Hempen – 4; Ihnat – 2. Hempen is recommended to the Council for appointment to the Commission.

Moore asked Hempen to attend the next City Council meeting to be interviewed and formally approved.

**II. Formal Election of Vice Chair**

For purposes of clarification from the previous meeting's procedures, Moore re-opened nominations of Vice Chair. Shrock nominated Svendsgaard. Motion to approve: Aye – 6; Nay – 0. Svendsgaard is re-appointed as Vice Chair.

**III. Highway Construction around Totem Pole and Tree in front of Commons**

Due to a change in new sidewalk location, project engineers noted that a shorepine tree and the totem pole, both on the east side of the Commons, did not have enough width between them to not cause damage to the tree roots. They had asked about moving the pole, or the City being prepared to possibly lose the tree. The original plan had shown the tree being removed, anyway. Davies asked for input from the Commission on removing the tree and/or the totem pole. Davies explained that the tree roots will have to be cut on one side, which may result in the death of the tree. McClung noted that the totem pole sits on a concrete pad and has a 2" diameter stem going through its center for anchoring purposes, so moving it is complicated.

Svendsgaard asked why the sidewalk path cannot go to the right of totem pole where there is more room. Davies reported that ADA parking and the already-existing angled sidewalk necessitate the location to the north of the pole.

Regarding the totem pole, Svendsgaard reported the pole was originally on loan from the creating artist for an "undetermined period of time." Svendsgaard believed the pole is not affiliated with Coos, Umpqua or Siletz Nations. Svendsgaard will check with Joanne Kittel to

identify owner and ascertain their plans for removing, repairing, or transferring ownership to the City. McClung noted that now is an ideal time to move the pole, given the current availability of heavy equipment being used in the construction project.

Regarding the tree, councilors discussed issues around life expectancy, stability with only half of its root structure intact, and potential cracking of the sidewalk from root growth. Svendsgaard, Bass, Ojeda, and Shrock agreed that preserving the tree is ideal but removal would be acceptable, provided there are no other feasible options.

Shrock noted that the tree currently obscures the visibility of the totem, so it might turn out to be a good thing to not have the tree where it is. He also suggested that if the totem remains in that spot, some accent feature, such as a bench, be installed to draw attention to the art.

Svendsgaard wanted to have new trees replanted if the existing tree is removed. McClung noted that ODOT plans to plant two trees and two bushes in filter areas along the sidewalk.

Davies said she would confer with arborist about likelihood of the tree surviving damage to its root ball.

#### **IV. Other Business**

- A. Svendsgaard reported hearing that a business was under contract to remove moles from ballfield and was concerned about the method being used to remove the rodents. Davies reported there had been 127 holes on the ballfield. Svendsgaard recommended the field be prepared for use this summer by using a plow, rolling and seeding.
- B. Shrock asked whether the Commission should have a representative at the Friends of the Commons meetings. Moore said this topic will be addressed at the next meeting.

Without further business to discuss, Moore adjourned the special meeting at 3:27pm.

**Next Meeting: Thursday, March 16, 2017 at 3:00pm**

\_\_\_\_\_  
Chair W. John Moore

\_\_\_\_\_  
Date

Minutes prepared by H.H. Anderson, February 22, 2017

**CITY OF YACHATS  
PARKS AND COMMONS**  
February 16, 2017

**Minutes**

The February 16, 2017 meeting of the Parks and Commons Commission was called to order by Vice-Chair Lauralee Svendsgaard at 3:00pm in Room 1 of the Yachats Commons. Members present: Lauralee Svendsgaard (Vice-Chair), Ruth Bass, Scott Gordon, W. John Moore, Derek Ojeda, Dean Shrock. Absent: none. Also present: Commons Coordinator Leon Sterner.

**I. Minutes**

Minutes from January 19, 2017 meeting not yet available for approval; will approve at March meeting.

**II. Business**

**A. Applicants for Commission Vacancy**

1. Michael Hempen - 25+ years visiting area; 3 years as local resident; worked with YIPS and Trails groups; sales and massage experience.
2. Monica Ihnat - 29 years in area; retired; aware of importance of Commons facility and works of Trails Committee to Yachats; 16 years' work experience with Jobs Corps.

Commission asked applicants to step outside while they deliberated. In executive session, members voted to recommend Michael Hempen to the City Council to fill the open seat on the Commission.

**B. Recommend changes to membership of Commission**

Parks and Commons has only one of seven spots for member who lives outside city limits. Suggestions made to increase at-large (outside city) membership from one to two and/or increase total membership from seven to eight or nine. The members agreed they would like to create second at-large seat on the Commission. Svendsgaard will talk to City Administrator Davies about how to proceed.

**C. Election of Chair**

Svendsgaard asked for nominations. Commissioner Ojeda nominates Commissioner Moore. No other nominations are made. Motion to approve Moore: Aye - 6; No - 0.

Moore raises question of whether the Vice Chair needs to be elected. Svendsgaard thinks Vice Chair was previously elected. Someone suggests Svendsgaard and states, "All in favor:" Aye - 5; No - 0; Abstain - 1 (Svendsgaard because she is under consideration)

**III. Reports**

**A. Review of Capital Improvement Projects**

**1. Ball Field**

Commissioner Moore (Finance Committee liaison) reported that in order to fund the Highway 101 improvements, the Finance Committee deferred funding for all Parks and Commons projects except for \$2,500 for the ball field for the 2017-2018 fiscal year. Administrator Davies has asked each Commission to review projects to identify ones that could be deferred.

1 Regarding the ball field, Commons Coordinator Leon Sterner reported Dave Baldwin has  
2 concluded that between tire tracks and mole holes, the field is unsafe to play sports on.  
3 Commissioners agreed it is desirable to get the field usable.  
4

5 Svendsgaard suggested a subcommittee be formed to assess best ways to spend the  
6 \$2,500 to get the field usable. Svendsgaard will coordinate setting up subcommittee.  
7 Svendsgaard asked members to tell persons interested in helping with the field to  
8 contact John Moore.  
9

10 Motion to keep the \$2,500 for the ball field: Aye - 6; No - 0.  
11

## 12 **2. Future CIPs**

13 Commissioner Moore reported the future CIP projects slated for 2018-2019 are:

- 14 New roof for Commons - \$30,000
- 15 Community Garden – 13,000
- 16 Entry portal, first of four years of support – 22,500
- 17 Fire circle – 5,000
- 18 Native American Court – 5,000
- 19 Main entry improvements – 26,000  
20

21 Svendsgaard asked Moore to work with Friends of the Yachats Commons Chair Rose  
22 Valentine on collaborating on implementing future CIP works. Svendsgaard would like  
23 to see more interaction in general with FOYC.  
24

## 25 **B. Commons User Support Management**

26 Sterner reported:

- 27 1. The first Sunday Movie Night was enjoyed by those who attended. The  
28 Friends have obtained a license for \$500 to show movies as long as tickets are  
29 not sold. The first round of movies will feature vintage dance and music films.
- 30 2. Sterner is working with Administrator Davies and Public Works to repair the  
31 north gutters.
- 32 3. The goal is to have LED lights in Room 8 and Multipurpose Room by the start  
33 of the Quilt Show in March.
- 34 4. 100 feet of pipe and drape have been acquired and are available for future use
- 35 5. Alsea Bay Granite and Flooring will be installing new carpet in hallways and  
36 Civic Meeting room. Materials will be low VOC and “green.”  
37

38 Sterner’s written report is included with Agenda packet in Document Library.  
39  
40

## 41 **C. Friends of the Yachats Commons**

42 Valentine reported Ellis Lampman has resigned as Farmer’s Market Manager. Ron Vil  
43 will be Lampman’s replacement. Valentine will be meeting with Vil and Lampman to go  
44 over working arrangements.  
45

46 FOYC consulted arborist about trees around Commons building. Trees need three feet  
47 diameter cleared area around trunks (specific to shore pines in front of building). Sterner  
48 suggested asking Trails Crew to add bark chips and to lessen dirt compaction around  
49 tree bases. Bass noted a dangerous branch just north of 501 Building that arborist  
50 should remove if/when he returns. Sterner reported ODOT will be dealing with that tree  
51 as it is in their right of way.

Svendsgaard reported vendors are pleased with recent changes to management of booths. Valentine reported local businesses around Farmer's Market are pleased with recent changes in selling policies (local shop owners had complained that vendors were selling more gift items than farm items without having to get a business license). Commissioner Bass reported some visitors get a late start on the day and cause a rush near closing time.

FOYC has written a grant for 14 new round banquet tables, 10 stand-up cabaret tables, and 50 folding chairs for the 501 Building. The folding chairs will reduce the need to transport chairs between the Commons and 501 buildings.

Revenues and Expenditures YTD: reports are not ready at this time.

#### **D. Yachats Trails**

Yachats Trails Chair Bob Langley reported:

1. Volunteer hours need to be adjusted from 210 to 240.
2. First Responder list has been created. These people will respond to fallen trees and branches as needed.
3. Trails Committee is assessing how much regular maintenance they will do of areas along Hwy 101. The Crew is amenable to taking care of situations such as "widow makers" along the highway but would prefer to not do general landscaping for the City.
4. Trails Committee met with representative from State Parks. State Parks have some funds for 804 Trail maintenance. The two groups are negotiating responsibilities for maintaining the 804 Trail.
5. National Trails Day is June 3. Trails Committee wants to emphasize the importance of volunteerism.
6. The Trails Committee has two proposals for the Amanda Bridge replacement. The decision about which to use will depend on geo-tech analysis. The FEMA funds must be spent by August so this work will be contracted out.
7. The Fire Department will train leaders on the Trails Crew in first aid and using the first aid kits.
8. The ivy on the north end of Prospect Park is problematic. One possibility is to construct a fence. The Committee wants guidance on working with the property owner to achieve goals. Svendsgaard suggested setting up a meeting with Rick Schultze, the land owner. Attempts to manage the issue through Don Niskanen have not been successful. Svendsgaard instructed Langley to talk to Manager Davies on how to proceed. At least one person from the Commission and one person from the City should be present at the meeting.

City is in discussion with State Parks to take over management of State Parks within city limits. Svendsgaard suggested Parks and Commons and the Trails Committee be represented at discussions and negotiations. Svendsgaard will follow up with Manager Davies.

#### **IV. Other Business**

##### **A. From the Commission**

There will be a State of the City address on April 9. The Mayor has asked that each

1 Commission give a brief report on their duties.

2  
3 **B. From the Floor**

4 1. Sterner reported he will be giving a talk to Jobs Corps on leadership.

5 2. Sterner reported the FOYC is sponsoring an opportunity for local artists to create  
6 banners for the light posts on Hwy 101. The banners will be auctioned off at the end of  
7 the summer.

8 3. Applicant Hempen was instructed to meet with the City Council to formally approve his  
9 position on the Commission.

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11 Meeting Adjourned 4:20pm  
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14 **Next Meeting: Thursday, March 16, 2017 at 3:00pm**  
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20 Vice Chair, Lauralee Svendsgaard

\_\_\_\_\_  
Date

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23 \_\_\_\_\_  
Minutes prepared by H.H. Anderson, February 21, 2017

## Yachats Trails Committee

[www.yachats-trails.org/](http://www.yachats-trails.org/)  
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Jan Brown  
Loren Dickinson  
Joanne Kittel  
Bob Langley  
Wally Orchard

