

1. Agenda

Documents:

[PNC\\_AGENDA\\_3-16-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[TRAILS REPORT FEB 2017 - 3-16-17.PDF](#)

[FACILITIES MANAGER REPORT MARCH 2017 - 3-16-17.PDF](#)

[FINANCIAL REPORT - 3-16-17.PDF](#)

[TRAILS BUDGET RQST 2016-17 - 3-16-17.PDF](#)



CITY OF YACHATS

## PARKS & COMMONS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 3

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

### AGENDA

- I Chair calls meeting to order
- II. Review minutes of February 16, 2017 and February 22, 2017 meetings VOTE
- III. Reports
  - A. Commons User Support Manager
  - B. Year to date revenues and expenditures
  - C. Friends of the Commons
  - D. Trails Committee
- IV. Business
  - A. Commission member attendance at Friends of the Commons meetings VOTE
  - B. Marketing cards for Trails Committee (approved by Council) VOTE
  - C. Trails Committee Ridge Trail project approval (and review of budget) VOTE
  - D. Portable toilets during summer months (May-Oct, share cost with City) VOTE
  - E. Plan for ballfield rehab and maintenance VOTE
- V. OTHER BUSINESS
  - A. From Commission members
  - B. From the floor

Commission meets the third Thursday of each month.

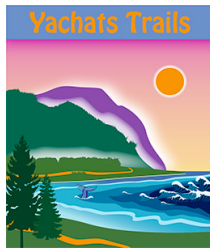
**Next meeting: Thursday, April 20, 2017 at 3:00pm**

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: March 13, 2017





## *Yachats Trails Committee*

Yachats Parks & Commons Commission  
City of Yachats  
441 Highway 101, Yachats, OR 97498  
541.547.3565

### **Leadership Team**

#### **Communications**

Jan Brown

#### **Development**

Joanne Kittel

#### **Invasive Plants**

Wally Orchard

#### **Trails Crew**

Loren Dickinson  
Bob Langley

#### **Chair Emeritus**

Lauralee  
Svendsgaard

### **Parks & Commons Commission Report February 2017**

**Volunteer hours for February 2017 = 74.5**

**Volunteer hours YTD = 314.5**

**Recreational Trails Immunity Provision** - This provision in the Public Lands Use Statute was struck down by the Oregon Supreme Court which means Joanne and 5 other private landowners who gave permanent trail easements are no longer protected; nor are City employees and trail volunteers. SB 327 and other bills are being introduced in the legislature to reinstate the immunity provision. Joanne is staying on top of this and has contacted our state representatives, City officials and both Tribes to enlist support for new legislation.

**Trails Crew** - The planned trails work session scheduled for February 4 was cancelled due to inclement weather. We planned to continue with repairs on the section of the Amanda Trail between Ocean Creek B&B and Amanda Creek. We will tackle that in March.

**YIPS!** - Weeding and pruning left the Prospect garden looking great. We are still trying to lay the groundwork for a meeting with an adjacent landowner preparatory to having a fence built along the west border of the garden. In March we plan to return to the Commons Wetland area; at this time of year the ivy, blackberry and other invasives are very visible, accessible and relatively easy to pull. We will also clean up accumulated debris from the wetland boardwalk.

**Siuslaw National Forest 2017 Trails Stewardship Season** - On March 18th at 2 PM, the Siuslaw National Forest will partner with the Yachats Trails Committee to kick off its 2017 Trails Stewardship Season, consistent with the National Trails Day theme. The event will feature guest speaker Loyd Collett, former Forest Service recreation and trails manager, who will share his experience planning, constructing and maintaining what would become

[Continued on page 2]

the world-class trail system now enjoyed by thousands of visitors to Cape Perpetua. Joanne will present information about Yachats trails, the Amanda Trail and trail volunteer opportunities. The Yachats Trails Committee has also been invited to have a table for map and literature.

**Radio Program** - Joanne has been invited as a guest speaker on the Lincoln County Connections Radio Program on KBCH AM 1400 at 9 am on March 23. She will speak on conservation easements, the Amanda Trail and Trails Committee volunteer opportunities.

**Interpretive Sign Project** - The signs have arrived. The frames and posts will ship at the end of March.

**Our volunteers are the best!** - The morning of our aforementioned foray into the Prospect garden dawned cold and wet, so a cancellation notice was sent out to the entire mailing list but, due to an email issue (our messages were rejected as spam), nobody received the notice. A YIPS! representative went to the work site just before the normal starting time of 10 am in order to turn away anyone who showed up. This plan was foiled as well! So many people showed up and were so insistent on working that we reversed the cancellation and spent the normal two hours weeding and pruning. The weather also cooperated just long enough and the end result was another very successful work session.

Respectfully submitted,

*Bob Langley*

Facilities Manager Report  
Leon Sterner  
March 2017

The exciting news is that the LED lights made it in time to illuminate the Ocean Artistry Quilt Show (OAQS). All Electric did the removal of old fluorescent fixtures and installed the new LED fixtures in the MP room and in Room 8. Additional LED lights were installed and positioned by Leon Sterner and Bob Langley and lit the wall behind the kitchen. The lights provided a very even and high quality lighting as they illuminated a most spectacular array of 101 art quilts. Many of the quilts were hung on the new "Pipe and Drape" system - provided by Polly Plumb Productions. This flexible structure of 8-10' sections of pipe with hanging "banjo" drapes worked perfectly and beautifully for the OAQS. These sections can now be used for a variety of event type applications and will be stored in a rolling cart that can be easily moved and stored. We are considering a rental policy that might fit for those in the community who want to rent the Pipe and Drape system for local events.

Plans have been set for the removal of the old carpeting in the main hallways and in the City Council Chamber (Room 1) - and for the installation of the new carpet squares. This work will take place during the week of March 19<sup>th</sup>. This carpet will be "high-hide" and durable for heavy traffic areas. The plan is to paint the hallway walls before the new carpeting is installed. It has been a challenge to find a window of opportunity for this work to occur. Shortly after the carpeting installation, the Chamber Arts and Craft Show will follow, and then on its heels, the Library Book Sale. Even though March has proved to be a very busy month for events at the Commons, we found a short space where this work could be done between March 17<sup>th</sup> and March 23<sup>rd</sup>. Thank you to all the activities that will have to accommodate this work schedule.

A special thank you to the Exercise group which meets regularly on Monday, Wednesday and Fridays in the MP room at the Commons. They are a "by-donation" group - which means that anyone can attend and make a donation if they choose to attend the class. One dimension of this "by donation" status is that they sometimes get "bumped" for another large and compelling event (or when work needs to be done in that space). For instance, Exercise was bumped when we had that end of the building closed for the installation of the LED lights, and later, for the Ocean Artistry Quilt Show set-up and show. Unfortunately, Exercise will also be displaced during the Friday opening of the Book Sale on the last weekend in March. The backup plan, that has been working, is to hold Exercise class in the 501 building. Although the 501 is not ideal for this activity (carpeted floors), it works well enough as a backup plan. Thanks to all of the exercisers for their flexibility in accommodating what is only becoming a more and more busy schedule of events at the Commons.

The Sunday at the Movies event - sponsored by the Friends on the first Sunday of the month at 2:00 pm - plans to have the last of three movies themed, "Vintage Song and Dance Movies". We're looking for someone who has an idea for another film series. Can be anything - as long as the movies are covered by our License agreement. Spread the word, and have anyone interested contact me.

An after note on the LED lights in MP and Room 8. You will notice that the switch location is different in the MP room. There are now two sections of lighting that are controlled by the white switches on the South wall by the hallway. There is an on/off button on top, and up and down dimmer buttons on the bottom. Room 8 has a similar switch in the same location as before - which operates the same way. Plans are being made to move forward with the LED light project in other areas of the Commons as funds will permit. Thanks to all who have contributed to this exciting - and energy wise project!

--

*Leon Sterner*

*Cell: 541-961-4258*

*Peace within - Peace between - Peace among*

# CITY OF YACHATS

## Statement of Revenue and Expenditures

Revised Budget  
For PARKS & COMMONS (24)  
For the Fiscal Period 2017-6 Ending December 31, 2016

| Account Number                                                | Current<br>Budget | Current<br>Actual    | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget % |
|---------------------------------------------------------------|-------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>Revenues</b>                                               |                   |                      |                      |                      |                       |
| 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              | 1,369.51             | 22,000.00            | 17,467.37            | 20.60%                |
| 24-00-4336 Rent-City Hall                                     | 0.00              | 0.00                 | 17,800.00            | 17,800.00            | 0.00%                 |
| 24-00-4410 Interest Earned                                    | 0.00              | 0.00                 | 0.00                 | 0.00                 | 0.00%                 |
| 24-00-4480 Gifts and Donations                                | 0.00              | 20.00                | 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%                 |
| 24-00-4869 Other Financial Sources                            | 0.00              | 0.00                 | 0.00                 | 0.00                 | 0.00%                 |
| <b>Total PARKS &amp; COMMONS Revenues</b>                     | <b>\$ 0.00</b>    | <b>\$ 1,389.51</b>   | <b>\$ 208,389.00</b> | <b>\$ 208,845.15</b> | <b>(0.22%)</b>        |
| <b>Expenditures</b>                                           |                   |                      |                      |                      |                       |
| 24-01-5110 Personnell Allocation                              | \$ 0.00           | \$ 0.00              | \$ 5,000.00          | \$ 0.00              | 100.00%               |
| 24-01-5114 City Hall Help                                     | 0.00              | 389.15               | 4,810.00             | 2,334.86             | 51.46%                |
| 24-01-5115 City Hall Help                                     | 0.00              | 0.00                 | 0.00                 | 0.00                 | 0.00%                 |
| 24-01-5120 Payroll Taxes                                      | 0.00              | 30.82                | 422.00               | 185.00               | 56.16%                |
| 24-01-5130 Payroll Benefits                                   | 0.00              | 165.64               | 2,322.00             | 1,052.68             | 54.66%                |
| 24-01-5204 Commons Landscaping                                | 0.00              | 200.00               | 2,400.00             | 1,564.50             | 34.81%                |
| 24-01-5219 Piano Expenses                                     | 0.00              | 0.00                 | 200.00               | 120.00               | 40.00%                |
| 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              | 56.78                | 400.00               | 247.99               | 38.00%                |
| 24-01-5251 Office Phone, Cell or DSL                          | 0.00              | 225.77               | 2,700.00             | 1,339.47             | 50.39%                |
| 24-01-5252 Office Utilities                                   | 0.00              | 506.02               | 5,000.00             | 2,699.58             | 46.01%                |
| 24-01-5260 Professional Services                              | 0.00              | 0.00                 | 36,000.00            | 27,000.00            | 25.00%                |
| 24-01-5330 Maintenance-Building or Land                       | 0.00              | (7,773.13)           | 17,000.00            | 9,609.17             | 43.48%                |
| 24-01-5335 Custodial Support & Supplies                       | 0.00              | 5,462.43             | 7,000.00             | 7,817.13             | (11.67%)              |
| 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%               |
| 24-01-7215 Building Improvements                              | 0.00              | 0.00                 | 0.00                 | 0.00                 | 0.00%                 |
| 24-01-7221 Park Improvements                                  | 0.00              | 4,025.25             | 4,000.00             | 4,025.25             | (0.63%)               |
| 24-01-8100 Unallocated Ending Fund Balance                    | 0.00              | 0.00                 | 0.00                 | 0.00                 | 0.00%                 |
| <b>Total PARKS &amp; COMMONS Expenditures</b>                 | <b>\$ 0.00</b>    | <b>\$ 3,288.73</b>   | <b>\$ 208,389.00</b> | <b>\$ 179,073.67</b> | <b>14.07%</b>         |
| <b>PARKS &amp; COMMONS Excess of Revenues Over Expenditur</b> | <b>\$ 0.00</b>    | <b>\$ (1,899.22)</b> | <b>\$ 0.00</b>       | <b>\$ 29,771.48</b>  | <b>0.00%</b>          |

**CITY OF YACHATS**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2017-6 Ending December 31, 2016*

| Account Number                             |    | Current<br>Budget |    | Current<br>Actual |    | Annual<br>Budget |    | YTD<br>Actual |  | Remaining<br>Budget % |
|--------------------------------------------|----|-------------------|----|-------------------|----|------------------|----|---------------|--|-----------------------|
| Total Revenues                             | \$ | 0.00              | \$ | 1,389.51          | \$ | 208,389.00       | \$ | 208,845.15    |  | (0.22%)               |
| Total Expenditures                         | \$ | 0.00              | \$ | 3,288.73          | \$ | 208,389.00       | \$ | 179,073.67    |  | 14.07%                |
| Total Excess of Revenues Over Expenditures | \$ | 0.00              | \$ | (1,899.22)        | \$ | 0.00             | \$ | 29,771.48     |  | 0.00%                 |

## Trails Committee Budget Requested for 2016-17

| Description                                        | \$    |
|----------------------------------------------------|-------|
| Wetland Park restoration                           | 200   |
| Tools acquisition/replacement                      | 1000  |
| GBP Trail maintenance/repair                       | 500   |
| Ya'Xaik maintenance/repair                         | 500   |
| NYD Peace Hike                                     | 1500  |
| La De Da handouts                                  | 150   |
| Safety/First Aid                                   | 250   |
| National Trails Day                                | 400   |
| 804 Trail Ivy Pull                                 | 200   |
| PR - printing, etc                                 | 250   |
| Trails map printing                                | 1000  |
| Permanent outdoor trail maps                       | 1000  |
| Insurance - workers compensation                   | 300   |
| California Trails Conference registrn. (4 persons) | 1300  |
| CTC accommodation (4 persons, 3 nights)            | 2000  |
| CTC travel (4 round trip tickets)                  | 1000  |
| Oregon Trails conference (4 persons)               | 1000  |
| Miscellaneous                                      | 600   |
| Volunteer snacks (22 events @ \$75)                | 1650  |
| Travel by road (500 miles @ 53c/mile)              | 265   |
| Total                                              | 15065 |