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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

March 16, 2017

Minutes

The March 16, 2017 meeting of the Parks and Commons Commission was called to order by Chair W John Moore at 3:02 pm in Room 1 of the Yachats Commons. Members present: W John Moore, Dean Shrock, Lauralee Svendsgaard, Michael Hempen. Absent: Scott Gordon, Derek Ojeda, Ruth Bass. Staff present: City Manager Joan Davies, Facilities Manager Leon Sterner. Audience: 5.

I. Minutes

Commissioner Svendsgaard noted a citywide vote would be required to expand the commission from seven to eight or more people.

Motion to approve minutes of February 16, 2017 and February 22, 2017 meetings: Aye – 5; No – 0. Motion passed.

II. Reports

A. Commons User Support Manager

1. Facilities Manager Sterner reported the Quilt Show was very successful in terms of organization, publicity, attendance, and quality of quilts.
2. Linda Hetzler purchased and donated pipe and drape used at the show. Sterner noted numerous attendees inquired about renting the pipe and drape. Sterner will to create a rolling storage box for the materials.
3. LED lighting was installed just prior to the show. Organizers and attendees believed the lighting enhanced the presentation of the quilts.
4. The old carpet will be removed over the weekend (March 17-19) and replaced next week.
5. Mike Guerra and Sterner will paint prior to the new carpet installation.
6. Sterner is investigating installing another section of LED lighting with the one-third of remaining funds
7. Sterner noted the city will be getting a Central Lincoln PUD rebate for new lights for their energy efficiency standards.
8. Sterner has received inquiries from Waldport to meet with himself and the new Farmer's Market Manager, Ron Vil, and former manager, Ellis Lampman, as the Yachats Farmer's Market has a positive reputation for its functionality and operation.

B. Year to date revenues and expenditures – no report at this time.

Manager Davies indicated the staff is still trying to merge multiple systems and correct previous errors.

1 **C. Friends of the Commons**

2 Chair Rose Valentine reported the Friends of the Commons have a new treasurer, Judy
3 Richter.

4
5 Valentine stated she had discussed with Moore about having a Parks and Commons
6 representative at the Friends of the Commons meetings. Valentine stated the Friends
7 do not typically have many agenda items directly tied to the Parks and Commons.
8 Valentine stated she brings issues specific to Parks and Commons to the Parks and
9 Commons meetings and current positive relations between the commissions do not
10 necessitate a representative be present at Friends meetings. Svendsgaard noted having
11 representative present is, in part, for Parks and Commons members to learn what the
12 Friends do.

13
14 Svendsgaard encouraged Valentine to ask the Parks and Commons to help with
15 fundraising events.

16
17 Sternner noted Commissioner Gordon has been working with Sternner on learning
18 technical systems in the Commons.

19
20 **D. Trails Committee**

21 Svendsgaard noted the Highway 101 project is creating new areas that will need
22 landscaping, and she wanted to know if the Trails Committee would consider taking on
23 that maintenance. Joanne Kittel asked if there was a formal landscaping plan for the
24 Highway 101 project, noting that the trails people can provide input as to types of native
25 plants that are appropriate for this climate and highway traffic.

26
27 Lauritzen reported trails finances are being reworked from previous accounting
28 methods to centralize all income and expenses and to enable more consistent
29 monitoring. Lauritzen reported there is \$10,000 for this fiscal year and only \$3,505 has
30 been spent.

31
32 **E. Financial**

33 Lauritzen explained how previous budgetary transfers were conducted and what
34 changes can be expected.

35
36 **III. Business**

37
38 **A. Commission member attendance at Friends of the Commons meetings**

39 Moore asked if any commissioners wanted to be the representative. No one
40 volunteered. The topic was tabled until Gordon was present.

41
42 **B. Marketing cards for Trails Committee**

43 Loren Dickenson, 333 Jennifer Dr, reported he had presented to the council a design of a
44 trails business card as the design is not in the style of city cards. The council approved

1 that design contingent upon Parks and Commons approval. The version presented to
2 the commissioners is subject to detail changes (names and or phone number).
3 Svendsgaard moved to allow the Trails Committee to spend city money for a business
4 card: Aye – 4; No – 0. Motion passed.
5

6 **C. Trails Committee Ridge Trail Project Approval**

7 Kittel reported the trail planners still need to resolve issues with the Blackstone PUD and
8 property owners on the current planned route. Because of these issues, the planners
9 are looking at alternate routes. Bob Langley and Guerra have been climbing the hillside
10 looking for options. She noted the city is working on a grant of which part is for the
11 Ridge Trail. She noted the Fire Department would like to have another evacuation route
12 from the northeast section of the city and the Ridge Trail would be meet that need.
13

14 Moore asked for a timeline steps going forward so as to get a financial CIP in place.
15

16 Svendsgaard reported City Planner Larry Lewis writing a proposal for funding through
17 the Recreational Trails Grants of the Oregon Parks and Recreation Department for the
18 2017-2018 fiscal year. This funding would need to be matched. The trails committee
19 asked that the \$40,000 CIP be reinstated into city's 2017-2018 budget. Kent Howes, a
20 trail builder based in Bend, OR, and Anna, a trail planner for National Parks Service,
21 walked the terrain to generate a map. Svendsgaard stated the trail planners need
22 money for planning purposes to generate a final figure on total proceeds needed for the
23 project. Moore asked that the totals reflect what will be contributed from volunteers,
24 Angell Jobs Corps, and contractors. Moore suggested allocating \$40,000 for 2017-2018
25 and another \$10,000 for 2018-2019 in the CIP budget. Svendsgaard note it can take up
26 to five years to truly develop a new trail given ground settling, adapting to water flows,
27 and repairing storm damage.
28

29 Moore asked if the trails committee would need more than the \$10,000 allocated for
30 this fiscal year given the excessive rains of this winter. Based on previous experience,
31 trails leader Wally Orchard stated \$15,000 would be a more reasonable number.
32

33 Svendsgaard elaborated on what is required for invasive species removal, noting a two-
34 year lag between removing weeds and planting and growing desirable plants to
35 suffocate the weeds from regrowth. Kittel stated that while the trails committee has
36 dedicated trails volunteers, they could achieve greater efficiency by hiring an
37 inexpensive labor force such as jail or probation crews to conduct more laborious tasks
38 such as moving gravel. Dickenson noted the safety of volunteers is of concern and the
39 ability to farm out heavy labor would with volunteer safety.
40

41 Commissioner Hempen moved to allocate \$40,000 for 2017-2018 and \$10,000 for 2018-
42 2019 in the city's CIP budget and \$20,000 for the operational budget: Aye- 4; No – 0.
43 Motion passed.
44

1 Kittel noted the trails committee wants to finish making the south section of the 804
2 Trail completely handicap accessible.

3
4 **D. Portable Toilets During summer Months**

5 Moore reported Manager Davies wants to have two porta potties at the northwest
6 corner of Commons building during May through October. Svendsgaard stated she is
7 not in favor of porta potties because of appearance and design continuity issues. She
8 recommended that an enclosure be built to shield the porta potties. Moore stated the
9 city is concerned about having to keep the commons facilities open during weekend
10 events during which time vandalism has and will continue to occur. Svendsgaard stated
11 to her knowledge there had not been any vandalism. Helen Anderson, 77 8th St, stated
12 she had heard of instances where a person will unlock a window or door that can later
13 be used for entry into the facilities where they can sleep. She reported that staff checks
14 for secured windows and doors at the end of each normal business day.

15
16 Svendsgaard asked why the city was not paying for the entire cost of the services.

17
18 Hempen asked if the commission had investigated a long-term solution for outside
19 bathrooms. Svendsgaard stated previous research indicated a composting toilet would
20 start at \$15,000. Anderson reported twelve residents at a meeting she attended were in
21 favor porta potties and were concerned about excessive costs of permanent structure,
22 believing \$20,000 is better spent on other projects. This group was also concerned
23 about keeping outdoor facilities clean.

24
25 Hempen, Kittel and Svendsgaard discussed the simplicity of shielding the porta potties
26 with a painted plywood structure.

27
28 Svendsgaard moved to support porta potties for the summer of 2017 with a stipulation
29 that the commission investigates shielding of the pods: Aye – 4; No – 0. Motion passed.

30
31 **E. Plan for Ball Field Rehabilitation and Maintenance**

32 Svendsgaard reported the planning meeting with ball field stakeholders had been
33 postponed but will meet within a week. Svendsgaard reported she has a meeting with
34 Rick McClung, Manager Davies, and Will on Tuesday to determine a cost effective plan
35 for re-sodding the field.

36
37 Moore reported he learned from the head groundskeeper at Sand Pines that
38 moles/gophers do not like sand. Svendsgaard noted no eradication procedures have
39 been done thus far on the field, and the city is having some success on using carbon
40 monoxide with moles now. Orchard asked if something could be done to prevent
41 vehicles from driving on field.

1 **IV. Other Business**

2 **A. From the Commission** – none

3
4 **B. From the floor** – none

5
6 **C. Next Meeting Agenda Items**

- 7 1. Landscaping Plan for Highway 101
8 2. Commissioner to Attend Friends Meetings
9 3. Ball Field Rehab and Maintenance

10
11 Without further business to discuss, Moore adjourned the meeting at 3:27pm.
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16 _____
17 Chair W. John Moore

Date

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21 _____
22 Minutes prepared by H.H. Anderson, March 24, 2017
23