

1. Agenda

Documents:

[PNC_AGENDA_4-20-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[FINANCIAL APRIL 2017 - 4-21-2016.PDF](#)

[PARKS AND COMMONS MINUTES - 4-21-2016.PDF](#)

[TRAILS REPORT APRIL 2017 - 4-21-2016.PDF](#)

[COMMONS USER SUPPORT REPORT - 4-21-2016.PDF](#)

[DUTIES OF THE COMMISSION - 4-21-2016.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 3

Thursday, April 20 2017 at 3:00pm

AGENDA

- I. Call meeting to order
- II. Approve minutes of March 16, 2017 VOTE
- III. Reports
 - A. Commons User Support Manager
 - B. Yachats Trails Committee
 - C. Friends of the Commons
- IV. Business
 - A. Election of Vice-Chair VOTE
 - B. New Member Application VOTE
 - C. Fee structure for The Commons, 501 Building and Picnic Shelter VOTE
 - D. Commission rules – duties of chair and duties of members DISCUSSION
 - E. Ballfield - update DISCUSSION
- V. OTHER BUSINESS
 - A. From Commission members
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, May 18, 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.

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: April 17, 2017



4/18/17
2:51 PM

YIUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT
3/01/17 THRU 3/31/17

PAGE 1
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-0101	CASH CARRY FORWARD	1,340	--	3,624.65	2,284.65-	270
3-30-4335	RENTS AND FEES	22,000	1,198.25	21,161.37	838.63	96
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
3-30-4480	GIFTS AND DONATIONS	--	--	391.00	391.00-	0
	REVENUE	41,140	1,198.25	42,977.02	1,837.02-	104
3-60-4860	GENERAL FUND SUPPORT	125,437	--	125,437.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	41,812	--	41,812.00	--	100
	OPERATING TRANSFERS	167,249	--	167,249.00	--	100
T O T A L DEPT 124 R E V E N U E		208,389	1,198.25	210,226.02	1,837.02-	101
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	12,554	--	3,572.54	8,981.46	28
	PERSONNEL SERVICES	12,554	--	3,572.54	8,981.46	28
5-20-5222	INSURANCE	4,041	--	4,484.04	443.04-	111
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	--	253.28	146.72	63
5-20-5251	OFFICE PHONE/CELL/DSL	2,700	222.39	2,013.07	686.93	75
5-20-5252	OFFICE UTILITIES	5,000	641.42	4,849.65	150.35	97
5-20-5260	PROFESSIONAL SERVICES	36,000	--	36,000.00	--	100
5-20-5317	TOOLS & SMALL EQUIPMENT	500	316.98	316.98	183.02	63
5-20-5330	BUILDING OR LAND MAINTEN	19,400	5,107.38	20,070.61	670.61-	103
5-20-5335	CUSTOMERIAL SUPPORT/SUPPLY	7,000	676.89	8,558.24	1,558.24-	122
5-20-5490	MATERIALS/SERVICES OTHER	200	300.00	642.50	442.50-	321
	MATERIALS AND SERVICES	75,241	7,265.06	77,188.37	1,947.37-	103
5-40-7922	CAP OUT- CITY AMENITIES	4,000	--	4,025.25	25.25-	101
	CAPITAL OUTLAY	4,000	--	4,025.25	25.25-	101
5-60-7126	INTERFUND TRANS: CAP RSRV	116,594	--	116,594.00	--	100
	INTERFUND TRANSFERS	116,594	--	116,594.00	--	100
	TOTAL PERSONAL SERVICES	12,554		3,572.54	8,981.46	28
	TOTAL MATERIAL & SERV	75,241	7,265.06	77,188.37	1,947.37-	103
	TOTAL CAPITAL OUTLAY	4,000		4,025.25	25.25-	101
	TOTAL ALL OTHER	116,594		116,594.00		100
T O T A L DEPT 124 E X P E N D I T U R E		208,389	7,265.06	201,380.16	7,008.84	97
T O T A L FUND 240 R E V E N U E		208,389	1,198.25	210,226.02	1,837.02-	101
	FUND PERSONAL SERVICES	12,554		3,572.54	8,981.46	28
	FUND MATERIAL & SERV	75,241	7,265.06	77,188.37	1,947.37-	103
	FUND CAPITAL OUTLAY	4,000		4,025.25	25.25-	101
	FUND ALL OTHER	116,594		116,594.00		100
T O T A L FUND 240 E X P E N D I T U R E		208,389	7,265.06	201,380.16	7,008.84	97
	FUND PRIOR BALANCE		14,912.67			
	NET FUND BALANCE		8,845.86			

Preliminary

4/18/17
2:51 PM
YIUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
3/01/17 THRU 3/31/17

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	GRAND TOTAL REVENUE	208,389	1,198.25	210,226.02	1,837.02-	101
	TOTAL PERSONAL SERVICES	12,554		3,572.54	8,981.46	28
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	TOTAL CAPITAL OUTLAY	4,000		4,025.25	25.25-	101
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	PRIOR BALANCE	14,912.67				
	NET FUND BALANCE	8,845.86				

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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.
42
43

1 **IV. Other Business**

2 **A. From the Commission** – none

4 **B. From the floor** – none

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

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

15 _____
16 Chair W. John Moore

Date

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

PARKS AND COMMONS COMMISSION REPORT - APRIL, 2017

Trails Crew - Despite inclement weather on March 4, 10 hardy crew members worked on cutting and filling sections of the Amanda Trail, completing a project which was started in December.

YIPS! - The YIPS! work session for March was cancelled on account of the weather. In April, YIPS! intends to continue working on removal of invasives from the Commons Wetland Park with primary targets being blackberry, ivy, and holly. Progress is being made with the enhancement of the Prospect Garden; we have secured the cooperation of the neighboring property owner who has agreed to attempt to maintain a weed free buffer zone on his side of the park's western boundary. If he cannot afford to do this, he has given permission for YIPS! volunteers to remove invasives in that zone. A problem tree will soon be removed and a low cedar fence will be constructed on that boundary. We will provide the materials and have arranged for a crew from Angell Job Corps to do the construction.

Interpretive Sign Project - The frames, backing, and posts have arrived at Public Works and the actual installation of the signs will be put on their schedule. Joanne will be informed as to when installation will occur on the Ya'Xaik Trail; View the Future 501(c)(3) will pay for the concrete as it did for the signs.

Possible purchase of the Evans-Benz Property - At our last meeting, YTC invited VTF members to speak with us and with Lauralee Svendsgaard, then on the P & C Commission, about the possible acquisition of acreage in the City bordering both sides of the Yachats River. If VTF is successful in acquiring the property and if the City takes ownership of it, the P&C Commission would be involved as a river trail is contemplated on the south side of the river along with a park and kayak launch on the north side.

National Trails Day, June 3 - On May 15, Joanne, along with representatives from OPRD and SNF, will be on radio station KNTN to talk about trail appreciation, NTD, and other City trails and parks events that will occur this summer.

Ridge Trail - Several years ago, the City hired a trail planner to explore the area between the Ya'Xaik Trail on the northern end and the Creekside and Blackstone developments on the southern end; flags were placed at that time to indicate possible routes for a future trail. Recently, several of us walked that route for the first time. Even though such a route seems feasible, planning for a ridge trail is very preliminary at this point in time. Also, in partnership with the Fire Department, we are in the early stage of exploring an evacuation route from King Street to the Ya'Xaik Trail which will connect to the new fire station.

First aid training - On April 26 and 27, YTC leaders and several other volunteers will each receive 4 hours of first aid training from the Yachats Fire Department as part of our ongoing commitment to the safety of our volunteers.

Volunteer hours in April = 75

Volunteer hours in 2017 = 390

Commons Facility Manager Report

April, 2017

Leon Sterner

Out with the old, in with the new! The old carpeting has been removed - and the new carpet squares are installed. Mary Aebi, Friend's Secretary, was the lead person on this carpet project. She led a search for both quality and design/ color of these carpet squares - and consulted with quite a number of individuals. The carpet we chose was to be commercial in quality - ie, durable and "high-hiding" in both pattern and color. Alsea Bay Granite of Waldport provided the materials and installation. The hallways in the Commons and the stairwell leading to YYFAP area have been painted. Folks have very appreciative of the colors on the walls and of the carpeting. It brightens the hallways, and the carpet provides a good looking and comfortable walking surface - both in the hallways and in the Civic Meeting Room. A long term advantage of these carpet squares is that, in the event of damage, an area can easily be replaced with new squares. We have a couple of extra cases in the event that this situation should arise. Mary is preparing the Project Report for the grant from Three Rivers Foundation. This report will let the Foundation know that we did what we intended to do on the project as well as inform them as to the improvement to our facility that their award has provides.

Rose and I have been working with Joan Davies to move the By Donation events reporting from the city to the Friends organization. We have created reporting forms for the event organizers to use which covers both the liability issues as well as the Funds received. Michael Guerriero and I installed a new "drop box" on the outside wall of the Friend's office where these events can deposit their donated funds. There will be a meeting of "by donation" event organizers this coming Friday at 11am when Rose and I will explain the newly revised system. I will review the Go Yachats reservations system as well as give feedback to and get feedback from these organizers. Thanks to Judy Richter, who is doing the accounting work for the Friends, for her guidance in the development of this new system.

As discussed at previous Friends Board Meetings - I am working with Stephen Farish to design and install a new cabinet system in the Friends office. He will build a rolling cart - about 5' tall - to house the newly acquired audio equipment. This will house the two audio boards as well as the wireless microphone hardware in a safe and convenient manner. The sink will be removed - and the cupboards and countertop will be remodeled to make that space much more useful and efficient. A locked portion will house the rolling A/V cart and provide security for that equipment. He also will do some upgrades to the East wall area - extending the shelf and making that area more efficient. Hopefully these changes will provide some relief to what has become a very busy and equipment laden office. Recent events - like opening night of the play (the YYFAP dinner theatre), State of the city event find the little office a very busy place - used by people setting up these events to access tools and materials, use the office equipment to make signs and to store valuable items. From Coffee Cups to Microphone cords - the office holds a lot of "stuff" and provides a space for many conversations and meetings. Making the space more efficient will improve all these various aspects.

It seems like we are doing some good "sprucing up " of the Commons facility - as well as organizing our equipment and processes to make ready for what seems to be a very busy summer season ahead. Plans and preparations for the upcoming Rainspout Festival are coming together nicely. Robert Rubin is working with Polly Plumb and the Friends organizations to make ready for a great weekend of musical performances, workshops and dance at Rainspout 2017! Check out the Goyachats.com website - click on the events tab and find out all the details for this April festival.

Officers

Duties of the Chair

The Chair is the Presiding Officer of the meeting. The duties of the Chair are:

- Consult with City staff and together formulate an agenda for the meeting.
- Open the meeting on time and call the meeting to order.
- Announce in proper sequence the business on the agenda.
- Recognize participants who are entitled to the floor.
- State the nature of legitimate issues that arise during the meeting, secure consensus on their disposition, and, if a vote is needed, the language of the motion. If a motion is out of order or unclear the Chair should rule it out of order or require clarification. If a motion is in order the Chair calls for the vote and announces the results of the vote.
- Protect the Commission from frivolous or delaying motions by refusing to recognize them.
- Enforce order in respect to discussion, deliberation, and decision-making.
- Expedite business in a way compatible with the rights of the members and constituents.
- Decide all questions of order.
- Respond to inquiries of members.
- Invite Council liaison reporting, and dialogue when germane to Commission business.
- Declare the meeting adjourned.
- Ensure that reports and recommendations are forwarded to the Council.
- With approval of the Commission, delegate an alternate spokesman.
- Assist staff with securing the building after a night meeting.

In order to facilitate an effective meeting, the Chair should remain impartial. The Chair may vote on a motion but has no veto. To speak for or against a motion the Chair should wait until all other members present have spoken. If the matter involves the Chair's strong minority position, the Chair should request another member to preside during deliberation and decision. Once the motion has been voted on, or otherwise resolved, the Chair will resume as presiding officer.

Duties of the Vice-Chair

The Vice-Chair shall be presiding officer when the Chair is absent or when the Chair wishes to be a stronger, more partisan, participant in deliberation. The Vice-Chair may also assist the Chair as directed by the Chair or Commission.

Duties of the Commission Members

- Members shall make every effort to attend each meeting and be on time.
- Effective members understand these rules as well as parliamentary procedure and abide by them.
- Members should address all remarks through the Chair.
- Members should be knowledgeable and familiar with the issues before them so they can participate in the meeting.
- Introduce motions.
- Deliberate the issues according to the rules, seeking clarification of and consensus on issues.
- Be aware of all rules of law regarding conflict of interest and voting for their Commission.
- Vote on all motions, except conflicts of interest as legally defined in Oregon Government Standards and Practices law or other law.
- Members shall abstain from voting on matters carried over from meetings they did not attend, unless they have listened to the audio tape, viewed any video tapes available, and/or read the documents, testimony, or written correspondence regarding the matter and declare such prior to voting.
- Members will attend Staff or Council recommended and/or provided training. Planning Commission members will attend no fewer than two sessions during the four-year term. Any member who does not attend such training may be removed from the Commission by Council.

Calling the meeting to order and establishing a quorum

If the Chair is absent the Vice-Chair will call the meeting to order.

If both the Chair and Vice-Chair are absent the Recording Secretary will call the meeting to order and call for an election of a Chair pro-tem.

If there is not a quorum:

- The meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned. The minutes will show the absence of a quorum and the time of adjournment.
- No binding business can be transacted in the absence of a quorum.

- A motion may be made to fix the time to which to adjourn, however, which provides for a continuation of business scheduled for the meeting.
- Members may hear scheduled guest speakers, or take comments from the floor, but shall not take any action.