

1 CITY OF YACHATS

2
3 PARKS AND COMMONS COMMISSION
4 REGULAR MEETING

5 August 17, 2017

6
7 Minutes
8
9

10 Chair John Moore called to order the August 17, 2017 meeting of the Parks and Commons
11 Commission at 2:59 pm in Room 1 of the Yachats Commons. Members present: John Moore,
12 Michael Hempen, Scott Gordon, Linda Johnson, Derek Ojeda, Dean Shrock, Ruth Bass. Staff
13 Present: City Manager Joan Davies. Also Present: Facilities Manager Leon Sterner, Friends of
14 the Commons Board Chair Rose Valentine, Trails Leads Loren Dickenson and Bob Langley.
15 Audience: 9.

16
17 **I. Minutes**

18 Commissioner Moore noted Commissioner Shrock was in attendance at the June 15, 2017 and
19 July 20, 2017 meetings. Commissioner Gordon moved to approve the minutes of the July 20,
20 2017 as amended above: Aye – 6; No – 0.

21
22 **II. Reports**

23 **A. Commons User Support Manager**

24 Sterner summarized his report in the meeting packet.

25
26 **B. Year to Date Revenues and Expenses Report**
27

28 **C. Yachats Trails Committee**

29 Commissioner Johnson asked for clarification on the 804 Trail South project (Aqua Vista Loop to
30 the old Landmark building). Trails Lead Loren Dickenson summarized the plan objectives,
31 including surface improvement from Marine Dr to the State Park, and uncertain improvements
32 from the State Park to the Landmark.

33
34 Shrock reported he was against one-way traffic at the Hwy 101 and 2nd St intersection. His
35 concern was the amount of vehicle and pedestrian traffic around the Post Office. Dickenson
36 noted the street direction was a City-level decision.

37
38 **D. Friends of the Commons**

39 President Valentine reported they have not had a Board meeting since her last report. Public
40 bathrooms and LED lighting for the stage are agenda items for the next meeting.

41
42 **III. Business**

43 **A. Evans/Betz**

44 Andrea Scharf asked the Commission for approval to use \$200,000 from the Visitor Amenities
45 Fund to support the acquisition of the Evans/Betz property. Scharf stated the group needs a 20%
46 contribution for matching funds on most grant applications. Scharf noted there is a cabin on the
47 property that could be sold, possibly recovering the \$200,000. The land acquisition person at
48 Trust for Public Lands has a meeting with the owners at end of this month. Scharf reported Trust
49 for Public Lands has already talked to the Oregon Watershed Advancement Board would
50 coordinate the search for funds. Adler and Scharf are investigating a State Parks and Recreation
51 grant. Adler noted Manager Davies had contacted several agencies that might provide support

1 (e.g., IFA and Port of Alsea). Scharf noted how they plan to involve the community.
2

3 Adler noted the suggestions they are making for use are simply suggestions and the City/Parks
4 and Commons are free to use as they see fit.
5

6 Moore reported he, Johnson, and Commissioner Hempen had toured the parcels.
7

8 Moore reported Manager Davies was in favor of selling the cabin. Bette Perman added that the
9 cabin is one of the original A-frame Shamrock Lodgettes. Commissioner Johnson asked about
10 the land associated with the cabin. Adler indicated the City would make the decision about parcel
11 subdivision.
12

13 Moore noted the Parks and Commons Commission would be most involved in the development of
14 the parcel on the north side of Yachats River Rd. Hempen asked about timing of the grant
15 options. Scharf stated it would be well into 2018 before granting agency decisions are made.
16

17 Hempen asked Manager Davies if the City was serious about creating a reservoir. Manager
18 Davies indicated the City does want this water reserve.
19

20 Hempen moved to recommend a commitment of \$200,000 from the City for the purchase of the
21 Evans/Betz property: Aye – 6; No – 0.
22

23 **B. Public Restroom**

24 Moore reported that he, Gordon, and Hempen met and have been talking with five different
25 companies about building options. Manager Davies suggested a new location for the facilities on
26 the south side of the Commons building, just east of the parking lot. This location has water,
27 sewer, and electrical stub-outs. Gordon clarified this location had adequate room.
28

29 Gordon reported he costs are roughly \$25,000 for a base model, another a few thousand for
30 upgrades, and \$2,500 for plumber and electrician costs, totaling \$30,000-32,000. Moore asked
31 Gordon to investigate adding lap siding to match the commons décor. Gordon noted the
32 advantages of all concrete structure that could be pressured washed. Hempen noted the
33 designs he has seen are all vandalism-proof.
34

35 Moore reported he had talked to a company that made kits. The company had indicated \$40,000
36 for the base unit and \$82,434 for installation. Moore noted this company would not be used.
37

38 Manager Davies noted Public Works could do much of the preparation work for installing a
39 restroom.
40

41 **C. Men's Room – replacement of urinals**

42 Hempen reported there is a strong odor coming from the men's restroom and there are stains on
43 the walls. He found the cost of urinals to run from \$250 up to \$800, plus installation costs. Moore
44 noted if the project comes in under \$5,000 they would not have to get approval from the Finance
45 Committee. Commissioners discussed flooring options. Manager Davies asked the Commission
46 to pursue getting an estimate on the project.
47

48 Manager asked the Commission if they had considered adding a shower. Sterner noted Bob
49 Barrett has researched this topic for the Presbyterian church. Moore asked Gordon and Hempen
50 to explore options for a shower with the companies they are talking to.
51

1 An audience member noted, based on his experience, waterless urinals have maintenance
2 issues. Sterner suggested Moore contact Breitenbush Hot Springs who uses waterless urinals.

3 4 **D. Contact between City and Friends of the Commons**

5 Moore explained the User Support Manager is employed by the Friends of the Commons. The
6 City gives the Friends \$36,000 annually to cover the position. He noted the User Support
7 Manager does not report directly to the City Manager. Moore suggested the position might work
8 more effectively as a contracted position under the City Manager. He noted the City could
9 expand the role from User Support to a broader Commons Support.

10
11 User Support Manager Leon Sterner reported he believes the system is working well as is. He
12 noted his supervision from the President and the Treasurer of the Friends is effective. He argued
13 the community center aspect of the Commons is hugely different from City Hall and requires
14 different skills. He argued there is not much awareness about the nuances of the community
15 center component. Sterner stated he does things that are not part of his actual role, such as
16 setting up rooms, preparing for Council meetings, or fixing things. Sterner noted his position is
17 established at 20 hours per week but takes much more time than that, noting some weekends he
18 will work more than 20 hours over a day and a half. Sterner asked that the Treasurer of the
19 Friends be consulted before making any changes.

20
21 Moore noted the User Support Manager is the only position that does not report to the City
22 Manager. Manager Davies reported she had been re-addressing all of the contracted positions
23 and the City Attorney had advised they not fund employees through other agencies. She noted
24 both she and Sterner currently do stuff that is not part of their job description, such as cleaning up
25 glass from a broken window in the Picnic Shelter. She believed asking Public Works at \$30 per
26 hour is not a reasonable use of their time for "odd" tasks. Davies suggested it would be more
27 efficient for the City to have the User Support position under the Manager's direction. She noted
28 a contracted position would avoid specifying when or how much a User Support Manager would
29 work and instead specify tasks to be performed.

30
31 Shelly Shrock asked who is responsible for Commons maintenance. Manager Davies reported
32 the City created a contracted custodian position in July 2017.

33
34 Sterner envisioned a candidate for his position to have human resource, problem solving,
35 mediation, and handy person skills. Moore clarified the intent is not to take away from what
36 Sterner does but to add to the job responsibility. Sterner noted City Hall employees are "binary"
37 while the community center role is more "algorithmic." Sterner was concerned about being
38 supervised with a binary approach. Manager Davies explained a contracted position would not
39 be closely supervised as long as the duties are fulfilled.

40
41 Commissioner Shrock asked Sterner if the new reservation system would free up his time.
42 Sterner indicated the impact of the new reservation system would be minimal on his work.
43 Sterner cited a recent example of a person calling about renting tables and his suggesting using
44 the multipurpose room and the kitchen, noting she would fall under the "Private" category with the
45 rate for the multipurpose room of \$150 per day.

46
47 Gordon asked what duties would be added to the User Support Manager position and how much
48 the salary would be adjusted. These specific factors had not yet been established as the
49 question before the Commission is whether the City contracts the position.

50
51 Valentine stated there are practical aspects about a non-profit having an employee. Currently

1 they use a volunteer to do the accounting, but the work is well beyond that of a volunteer position.
2 She believed the current situation is complicated by the volunteer nature of the Friends and the
3 Friends would prefer not to have an employee. Valentine expressed great appreciation of the
4 work and insight Sterner provides. Moore agreed the Friends should not be burdened with
5 managing an employee, as its mission is to raise money for the Commons.
6

7 Johnson suggested the City needs to better understand the components of the User Support
8 Manager position. Hempen summarized that the City would benefit from turning the User
9 Support Manager position into a contracted position, and Sterner could renegotiate his salary if
10 he believed he was under-compensated.
11

12 Bob Langley suggested they not get too detailed in the position description as that might lead to a
13 reduction of actual services provided by the User Support Manager.
14

15 Bass moved to recommend to the Council that the City execute a Commons Support independent
16 contractor position for the position currently known as User Support Manager under the Friends
17 of the Commons, a new contracted position that would report to the City Manager: Aye – 6; No –
18 0.
19

20 **E. Cleanup after the eclipse**

21 Moore reminded Commissioners they can volunteer to help cleanup after the eclipse in one of
22 eight locations around the City on August 22, 2017 from 10 am to 1 pm. Davies noted she has
23 moved the large green debris container to a more convenient location and ordered another 20-
24 yard container for the back of the commons.
25

26 **IV. Other Business**

27 **A. From the Commission** - none

28 **B. From the floor** - none
29

30 With no further business to discuss, Moore adjourned the meeting at 4:20 pm.
31
32
33
34
35
36

37 _____
Chair W. John Moore

Date

38
39
40
41 _____
42 Minutes prepared by H.H. Anderson, August 22, 2017.
43