

1. Agenda

Documents:

[PNC_AGENDA_09-15-16.PDF.PDF](#)

2. Meeting Materials

Documents:

[COMMONS UERS REPORT AUG 2016 - 9-15-2016.PDF](#)

[TRAILS REPORT AUGUST 2016 - 9-15-2016.PDF](#)

[FINANCIAL REPORT TO PANDC 9-16 - 9-15-2016.PDF](#)



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
Civic Meeting Room – Yachats Commons
September 15, 2016
REGULAR MEETING – 3:00 P.M.

- I. Minutes – August 18, 2016
- II. Reports
 - A. Commons User Support Manager
 - B. Year to Date: Revenue and Expenditures
 - C. Yachats Trails Committee
 - D. Public Works Report
- III. Business
 - A. Public Restrooms – Dave Rieseck
 - B. Vendor limit at Arts & Crafts Fairs – Discussion ongoing
 - C. Building Usage & lock up procedure – Discussion
 - D. 501 Building - Discussion
- IV. Other Business
 - A. From the Commission
 - B. From the Staff
 - C. From the Floor

Next Meeting – October 20, 2016

This meeting is open to the public and all interested citizens are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be given to the City Office one-week prior to the meeting. Minutes of all public meetings are available for review in the City Office. The facility is handicapped accessible; those needing assistance please contact the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance.

The City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.



Posted August 8, 2016 by Kimmie Jackson, Deputy City Recorder

Commons User Support Report
September 2016
Leon Sterner

The picnic shelter has been used more often than ever before. Recently, Polly Plumb Productions has had a monthly "free concert" on three Sundays. It was obvious that the wiring in the shelter does not lend itself well to accommodating such events as the outlets on poles in center of room make it difficult to get power to bands that set up on perimeter. Therefore, I requested to the city to have the power moved to 3 outside-wall locations. Also, the 'plastic' circuit breaker/timer box has been compromised by vandalism, and will be replaced. This work is currently being done by Western States Electric. Other events that have been occurring in the include a number of wedding receptions as well as an evening church service. We are addressing the issues around homeless folks overnighing in there, and also the issues around keeping the space clean and ready for events. David Reisek and his carpenter have installed sliding doors on the Western entrance to shelter. These doors are very well constructed - and when completed will provide a good wind/rain break for the inside shelter on bad weather days. Planned for the future are similar doors on the Eastern side of shelter as well as buttoning up the openings in the roof design - with some skylight additions as well.

The MP room has been getting heavy use this summer, as you know. I recently mounted panels of 'acoustic sound board' on the back wall in the room. This is designed to absorb some levels of sound, making it easier to adjust amplified sound in the room. This made a very good difference when dialing in the sound system for the recent Maria Muldaur concert. More acoustic mitigation is desireable - stay tuned, so to speak. And, by the way, this concert was sold out - and we maxed out the capacity of the MP room at 225 people. While this is below fire code, it is agreed that more than that number of people compromises the 'comfort' level for the audience.

In the Kitchen, electrical repairs have been completed on the stainless steel serving island (it is wired with four outlets for appliances such as crock pots and serving chafers used for serving) and the floor outlets in that room.

There are ongoing issues again with the North entrance doors (by Friend's office) - they do not close and lock consistently and pose a compromise to building security. Ten Mile Lock and Safe has been alerted and Alan will address the issue. These doors accommodate a high level of traffic, and it is possible that the hardware on them is not appropriate for their use. We will investigate.

The City Council and Parks and Commons are investigating an update to the fragrance free and smoking policies. I am attempting to set up a meeting with craft-show organizers, Parks and Commons, Joan Davies and myself to vet the issues and get input on these two matters. An issue with smoking, for instance, is that both during Craft-shows, as well as during breaks at other types of events in the MP room, the doors are open to let in much needed fresh air. When people are taking smoke breaks outside the North door area, their smoke is a nuisance to other pedestrians, and the smoke also is drawn into the MP room by the exhaust fans that are attempting to bring fresh air into the building. Stay tuned for details.

I am painting the reader board to make the permanent lettering for City Hall and Yachats Commons to become more visible to passers by. And a related matter, the up-lighting for the flag pole has been repaired and is now working on a photocell switch and is illuminated during night time hours.

The 501 building, formerly the bank building, has been made available by the City as a reservable space. It is up and running on the Go Yachats reservations system (quick jump: city510). As such, it will have an up to date calendar for reservations made for the space there. Until otherwise decided, this space is available for events such as Mushroom Festival and the Celtic Festival. It has been recently used for a number of public information meetings. For example a recent community meeting was held there for information about the plans for health clinic. The Friends will hold a reception there next Sunday following the dedication ceremony for skate park and the mural project.

August, 2016

Parks and Commons Commission Report

Trails Committee August Report

July: 16th was our annual trails picnic. We had a great turn out, delicious food, and honored Lauralee for her her superb leadership in the organizational development, and expansion of the trails committee.

August: Another successful work session of 18 hardy trail volunteers worked on the public trail section of GBP. One entire set of stairs were replaced and a second set repaired. Trimming and raking got that section in good shape. Loren did all the coordination and Bob did a lot of the prep work on the stairs. Some minor fence repair will be done next to the southwest gate of the GBP public trail this one time, but not in the future.

YIPS! The work party scheduled for July 16 was cancelled owing to wet weather conditions. The August work party will focus on the Commons Wetland Park – blackberry, morning glory and ivy will be the primary targets. We will also prune back encroaching branches on the boardwalk trail. If turnout is sufficient, some workers will be assigned to the Whale Tail Park to clean up there. A special work event was held to utilize some of the wood chips salvaged from the accident that occurred south of Yachats some weeks ago. These chips were added to the three mulched areas where we are reclaiming habitat around the wetland. Prospect Garden continues to pose a problem, especially with invasive plants moving in unchecked from adjacent neighbor.

Budget: Trails Leaders have submitted a revised budget to be given to Joan and eventually the City Council. The Leaders will be on top of this from now on and will be submitting annual itemized budgets hereafter.

Peace Hike: Initial planning has started on the 2017 Peace Hike. An artist has been found, the same route as this year has been chosen, and Wake and Kinlen Wheeler has agreed to be part of the ceremony. We are looking for a future coordinator and have one possibility.

Trail Monitoring: Monitoring of local trail conditions are divided by the leaders. Joanne just finished running the Amanda Trail and it is in relatively good shape except for some minor clipping in two areas. Ya'Xaik Trail is in good shape too except for shoring up of one area on the federal side. Both will be taken care of in the next month.

Loop Trail: The proposed loop trail in back of the Commons may be delayed a year due to budget constraints. There is a separate building budget for that. Lauralee will be finding out more about the project and coordinate with the Team.

Rainshadow Races: Team leaders will not be participating, if asked, in providing a station for the two Rainshadow races this October. If asked they will send out a notice to see if any committee members want to help out. Joanne also queried to Bev Wilson if the business community would like to be involved. Bev will follow up.

Website: We hope to have some slide shows up soon with the last Peace Hike and National Trail Day work session.

Volunteer Hours: Joanne will be contacting Vicki Prince about volunteering to record monthly volunteer hours. Team is doing a concerted effort to get waivers signed and copies sent to Sandy.

Ben Christensen Bench Update: Bench has been ordered. Plaque will have name, date of birth and death, and Ben's favorite quote, "God is the good in humankind." Location determined 5 feet off the centerline of the Amanda Trail and area cleared. Steps will be built to reach the bench.

Interpretive Sign Project: It continues to move forward slowly. Pictorials found, and one is being created by a local artist. the slow downs continues because Diane Disse and Joanne are waiting for the final review of the narrative from Robert Kentta.

Submitted by Joanne Kittel and Wally Orchard

Fund 24 - Parks and Commons Fund

August

92% of budget

LINE	REVENUES	Prior Years				Current Year	
		12-13	13-14	14-15	15-16	15-16	Budget 92 % of Budget
4095	Cash Carry Forward	4,875	22,634	5,418	5,822	6,106	1,340 456%
4335	Rents, Fees	23,781	25,722	22,815	27,596	8,557	22,000 39%
4336	Rent - City Hall	17,800	17,800	17,800	17,800	17,800	17,800 100%
4337	Piano Rental						
4390	Miscellaneous Charges						
4480	Gifts and Donations	489		321		43	
4490	Other Local Sources						
4590	Other Federal Sources						
4690	Other State Sources						
4720	Anticipated Grants						
4790	Other Local Governments						
4861	OP Transfer from General	74,756	50,517	67,018	113,551	125,437	125,437 100%
4866	OP Transfer from Visitor Amenities	24,918	9,656	22,339	39,791	41,812	41,812 100%
4990	Total Revenue	146,619	126,329	135,711	204,560	199,755	208,389 96%
Expenditures							
Personal Services							
5110	Personnel Allocation (Public Works)		5,019	6,457	5,000	-	5,000 0%
5114	City Office Help	1,740	4,688	5,845	4,749	778	4,810 16%
5120	Payroll Taxes	149	363	464	2,046	62	422 15%
5130	Payroll Benefits	722	1,100	1,233	2,043	379	2,322 16%
5198	Total Personal Services	2,610	11,171	13,999	13,837	1,219	12,554 10%
Materials and Services							
5204	Commons Landscaping	1,980	2,315	2,043	1,667	598	2,400 25%
5219	Piano Expenses	108	109	365	40	-	200
5222	Insurance	3,309	3,596	3,605	4,178	4,484	4,041 111%
5240	Office Materials, Supplies	89	141	450	457	26	400 6%
5251	Office Telephone	2,101	2,742	2,110	2,678	455	2,700 17%
5252	Office Utilities	5,688	5,927	5,091	6,345	1,050	5,000 21%
5260	Professional Services	36,000	36,000	36,000	36,000	9,000	36,000 25%
5330	Maintenance - Land & Structures	10,653	16,581	18,384	16,431	4,182	17,000 25%
5335	Custodial Support and Services	7,160	6,375	7,491	6,066	1,349	7,000 19%
5498	Total Materials and Services	67,089	73,786	75,538	73,862	21,144	74,741 28%
7126	Transfer to Reserve Fund	23,817	35,000	39,739	111,000	116,594	116,594 100%
7209	Building Systems (heating)						
7213	Operating Equipment	859	1,319	219	-		500
7215	Building Improvements	28,000	-				4,000
7221	Park Improvements	1,610	-	-	-		-
7298	Total Capital Outlay	54,287	36,319	39,958	111,000	116,594	121,094 96%
8000	Total Expenditures	123,985	121,276	129,496	198,700	138,957	208,389 67%

Commons Rents

