

1. Agenda

Documents:

[PC_AGENDA_09-21-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[USER SUPPORT REPORT AUGUST 2017 - 9-21-2017.PDF](#)

[FINANCIAL REPORT 09-30-17 TO 9-21-2017.PDF](#)

[PARKS AND COMMONS MINUTES - 9-21-2017.PDF](#)

[TRAILS REPORT 09-21-17 - 9-21-2017.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, September 21, 2017 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of August 17, 2017
- III. Reports
 - A. Commons User Support Manager
 - B. Yachats Trails Committee
 - C. Friends of the Commons
- IV. Business
 - A. Public Restroom DISCUSSION / VOTE
 - B. Men's Room – replacement of urinals DISCUSSION / VOTE
 - C. Ballfield DISCUSSION / VOTE
 - D. Correspondence from S. Lincoln Aquatic Committee DISCUSSION / VOTE
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, October 19, 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:

July , 2017



Commons Facility Manager Report

September 2017

Leon Sterner

Alsea Bay Granite has repaired the flooring in the MP room - and it seems to be holding up very well underneath the rigors of Exercise, Zumba the youth program, and other activities. And overhead, near the ceiling, I have removed the remainders of the Yachats Pride event decorations (the colorful and much loved streamers attached to the cages that protect the LED lights - removed by two local volunteers Ellis and Ron). On the walls, I have also removed the historic photographs from the Yachats Anniversary Celebration. Both the streamers and the historic photographs have been appreciated by many folks. Also down, are the theatre lights on the ceiling bar, in the MP room. Also, I fabricated cages for the heat exchange units in the MP room to protect them from harm's way. These changes were made to accommodate the newly begun Volleyball group that is playing their sport in the MP room on Mondays from 3:30 - 5:30 pm. All are invited to attend this by-donation event. Mondays are now bustling with events in the afternoon and evenings. Also occurring is Zumba from 6:00-7:00 pm and then Ping Pong from 7:00-9:00 pm. Whew, I am exhausted from just writing about all of the activities.

Upcoming is the annual 2-week reservation for the Church of God event from October 1st through October 12th. Exercise class will move to the 501 building during those dates. As always, I will assist other regular users, impacted by this reservation, as needed.

On the weekend of September 9th, a wonderful group held a wedding reception in the Picnic Shelter and in Room 8. It was a charming event. The mother of the bride (in particular), and many others, greatly appreciated our Commons facilities. Fun note: they were the first group to use the new stand-up cabaret tables! After a wedding reception in the outside pavilion catered by delicious food from Ona Restaurant, the wedding party moved to Room 8 where they hooked up our sound system and danced till the cows came home (at 10:00 pm). Catherine Lucito provided flowers (very beautiful) and Blythe, with Bread and Roses, provided two amazing and spectacularly delicious wedding cakes. Did I also mention that the Farm Store provided local brew and ciders. Lots of local involvement, both artistic and economic, with an event like this.

Three of us did a dish/utensil inventory in the Kitchen this month. Here is what we came up with - for your information and for the record:

200 Large Dinner plates
98 Medium (tan) plates
100 dessert plates
135 coffee cups
180 Champagne
160 wine glasses
95 water glasses
7 water pitchers

I am working with Dan, Dan the Iron Man - who launders and irons our tablecloths - to count and accurately label the tablecloths we have in our inventory. Once we have this count, I will suggest to the Friends that we purchase additional tablecloths - both for the larger tables (rectangles and round banquet) as well as for the new Cabaret tables. The relationship with Dan, Dan the Iron Man and his handling of the care of the tablecloths seems to be working quite well.

I have scheduled the end of October with Stephen Farish to do the cabinet work in the Friend's office. Between his busy schedule, and the flow of events at the Commons - it seems like the end of October will work for both Stephen's schedule and the Commons activities.

We have a room layout plan for the upcoming Sept 23 Banner Auction event that will utilise the new pipe and drape system for displaying the banners.

Ongoing: the North Front doors by Friends office are still working improperly.

This is an important time in the Friends' life - and I want you to know that I appreciate all that you do. The Friends, and the Friends of the Friends are alive and well.

9/05/17
2:26 PM
YUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT
8/01/17 THRU 8/31/17

PAGE 40
G11831
G113 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD	--	--	--	--	0
	REVENUE					0
3-30-4435	RENTS AND FEES	26,000	4,681.83	5,643.33	20,356.67	22
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
3-30-4480	GIFTS AND DONATIONS	--	--	--	--	0
	REVENUE	43,800	4,681.83	23,443.33	20,356.67	54
3-60-4860	GENERAL FUND SUPPORT	71,500	--	71,500.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	23,800	--	23,800.00	--	100
	OPERATING TRANSFERS	95,300	--	95,300.00	--	100
T O T A L D E P T 124 R E V E N U E		139,100	4,681.83	118,743.33	20,356.67	85
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	2,455.41	6,173.82	25,226.18	20
	PERSONNEL SERVICES	31,400	2,455.41	6,173.82	25,226.18	20
5-20-5222	INSURANCE	4,500	5,375.64	5,375.64	875.64	119
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	113.97	113.97	286.03	28
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	280.15	457.86	2,342.14	16
5-20-5252	OFFICE UTILITIES	6,500	323.24	720.60	5,779.40	11
5-20-5260	PROFESSIONAL SERVICES	36,000	--	9,350.00	26,650.00	26
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	--	500.00	0
5-20-5330	BUILDING OR LAND MAINTEN	14,000	277.71	477.71	13,522.29	3
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	1,380.83	2,966.73	8,533.27	26
5-20-5490	MATERIALS/SERVICES OTHER	500	102.00	102.00	398.00	20
	MATERIALS AND SERVICES	76,700	7,853.54	19,564.51	57,135.49	26
5-40-7922	CAP OUT: CITY AMENITIES	--	--	--	--	0
	CAPITAL OUTLAY	--	--	--	--	0
5-50-5800	CONTINGENCIES	4,000	--	--	4,000.00	0
	OTHER USES	4,000	--	--	4,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000	--	27,000.00	--	100
	INTERFUND TRANSFERS	27,000	--	27,000.00	--	100
TOTAL PERSONAL SERVICES		31,400	2,455.41	6,173.82	25,226.18	20
TOTAL MATERIAL & SERV		76,700	7,853.54	19,564.51	57,135.49	26
TOTAL CAPITAL OUTLAY		31,000	--	27,000.00	4,000.00	87
TOTAL ALL OTHER		139,100	10,308.95	52,738.33	86,361.67	38
T O T A L D E P T 124 E X P E N D I T U R E						

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS OR FEES	3,000	27.00	27.00	2,973.00	1
	REVENUE	3,000	27.00	27.00	2,973.00	1
3-60-4860	GENERAL FUND SUPPORT	6,600	--	6,600.00	--	100
3-60-4863	VISITOR AMENITIES SUPPORT	20,000	--	20,000.00	--	100
	OPERATING TRANSFERS	26,600	--	26,600.00	--	100
T O T A L DEPT 125 R E V E N U E		29,600	27.00	26,627.00	2,973.00	90
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	3,600	98.22	98.22	3,501.78	3
	PERSONNEL SERVICES	3,600	98.22	98.22	3,501.78	3
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	1,489.76	1,812.46	18,187.54	9
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	1,794.54	2,881.99	3,118.01	48
	MATERIALS AND SERVICES	26,000	3,284.30	4,694.45	21,305.55	18
	TOTAL PERSONAL SERVICES	3,600	98.22	98.22	3,501.78	3
	TOTAL MATERIAL & SERV	26,000	3,284.30	4,694.45	21,305.55	18
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		29,600	3,382.52	4,792.67	24,807.33	16
T O T A L FUND 240 R E V E N U E		214,800	5,077.33	314,985.97	100,185.97	147
	FUND PERSONAL SERVICES	36,800	2,553.63	6,229.37	30,500.63	17
	FUND MATERIAL & SERV	133,800	14,569.85	29,996.66	103,803.34	22
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	39,200		35,200.00	4,000.00	90
T O T A L FUND 240 E X P E N D I T U R E		209,800	17,123.48	71,496.03	138,303.97	34
	FUND PRIOR BALANCE	255,536.09				
	NET FUND BALANCE	243,489.94				

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CITY OF YACHATS

**PARKS AND COMMONS COMMISSION
REGULAR MEETING**

August 17, 2017

Minutes

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

I. Minutes

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

II. Reports

A. Commons User Support Manager

Sterner summarized his report in the meeting packet.

B. Year to Date Revenues and Expenses Report

C. Yachats Trails Committee

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

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

D. Friends of the Commons

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

III. Business

A. Evans/Betz

Andrea Scharf asked the Commission for approval to use \$200,000 from the Visitor Amenities Fund to support the acquisition of the Evans/Betz property. Scharf stated the group needs a 20% contribution for matching funds on most grant applications. Scharf noted there is a cabin on the property that could be sold, possibly recovering the \$200,000. The land acquisition person at Trust for Public Lands has a meeting with the owners at end of this month. Scharf reported Trust for Public Lands has already talked to the Oregon Watershed Advancement Board would coordinate the search for funds. Adler and Scharf are investigating a State Parks and Recreation 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 redressing all of the contracted positions and
23 the City Attorney had advised they not fund employees through other agencies. She noted both
24 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
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36 _____
37 Chair W. John Moore

Date

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

Trails – For the Trails work session on Saturday, August 5th, the Trails volunteers split into three groups. One group accomplished some routine trimming and pruning on the Amanda Trail from Ocean Creek B&B to Ben's Bench. Another crew accomplished some much-needed pruning and trimming at the beach access trail on Ocean View Drive just across from 7th Street. Another crew of two tackled adding some rock and trimming on the beach access trail from Aqua Vista Loop to the shore. The summer growth intruding into these trails were cleared to make it easier and safer for hikers. After the work session, the crew retired to the Drift Inn for some camaraderie and a light snack courtesy of Linda Hetzler.

YIPS! - On August 26 we had 48 volunteers show up for the annual 804 Trail Ivy Pull hosted by the Overleaf Lodge. Other co-sponsors were SOLVE, Dahl Disposal, OPRD and, of course, the Yachats Trails Committee. Three hours later we had removed 1500 lbs of ivy from next to the trail, and were then treated to a barbeque plus some lucky prizes, all by the Overleaf. This ever-popular event has had the added benefit of recruiting some more members to the Trails Crew.”

Commons Wetland Circle Trail – The five members of the Trails Committee, who have other projects and responsibilities, needed to find someone familiar with the circle trail project to take it on. After talking to them, Lauralee and Ron have graciously accepted the project.

Oregon Trails Summit – An Oregon Trails summit will be held in Bend on October 27; several members of the Trails Committee are planning to attend to pick up valuable information, to network with other trail leaders around the NW, and to spread the word about our Yachats trails system.

Prospect Park fence – Students from the Angell Job Corps carpentry program recently completed the fence along the W side of Prospect Park. It looks great and we very much appreciate the efforts of the students and their instructor, Jim Jones.

Interpretive Sign Project - The last two signs are scheduled for delivery on September 14. Joanne will ask the Job Corps to install them on the Amanda Trail near Ben's memorial bench; otherwise Amanda Trail Funds will be used.

804 South - The Mayor and City Council want to revisit the decision whether or not to accept Ocean View Drive from the County. That decision will effect whether the City will have the authority to take steps to make a part of Ocean View Drive one-way or to leave it as it is. If it remains a two-way street, incredible expense and time will be required for archaeological site evaluations every 20 meters. While this is being decided, we would like to start with planning for the 804 Trail in between the Landmark and Underground; 3 site studies will be mandatory there.

Peace Hike – Planning for the 2018 Peace Hike will begin soon. Lauralee, Wake, and Kinlen will be organizing the event with assistance from the Trails Committee and the community at large.