

1. Agenda

Documents:

[PC_AGENDA_10-19-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[PARKS AND COMMONS MINUTES - 10-19-2017.PDF](#)

[USER SUPPORT REPORT - 10-19-2017.PDF](#)

[FINANCIAL REPORT 09-30-17 TO 10-19-2017.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, October 19, 2017 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of September 21, 2017
- III. Reports
 - A. Commons User Support Manager
 - B. Yachats Trails Committee
 - C. Friends of the Commons
 - D. Year to date Revenues and Expenses
- IV. Business
 - A. Public Restroom DISCUSSION / VOTE
 - B. Men's Room – replacement of urinals DISCUSSION / VOTE
 - C. Ballfield DISCUSSION / VOTE
 - D. Tablecloths for Commons Rentals DISCUSSION
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, November 16, 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: **October 17, 2017**

1 CITY OF YACHATS

2
3 PARKS AND COMMONS COMMISSION
4 REGULAR MEETING

5 September 21, 2017

6
7 Minutes
8
9

10 Chair John Moore called to order the September 21, 2017 meeting of the Parks and Commons
11 Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore,
12 Michael Hempen, Linda Johnson, Derek Ojeda, Dean Shrock. Absent: Ruth Bass, Scott Gordon.
13 Also Present: Facilities Manager Leon Sterner, Friends of the Commons Board Chair Rose
14 Valentine, Trails Leads Loren Dickenson and Bob Langley. Audience: 1.
15

16 **I. Minutes**

17 Commissioner Hempen moved to approve the minutes of the August 17, 2017: Aye – 5; No – 0.
18

19 **II. Reports**

20 **A. Yachats Trails Committee**

21 Commissioner Johnson asked for clarification on the Commons Wetland Circle Trail path on the
22 north side.
23

24 **B. Commons User Support Manager**

25 Sterner summarized his report in the meeting packet. Commissioner Ojeda commented that local
26 business participation in the recent wedding was great to see.
27

28 **C. Friends of the Commons**

29 Valentine thanked Johnson for researching potential lighting for the stairs. Valentine highlighted the
30 Friends completed an audit of kitchen items. They are applying for grant to increase counts of
31 dishes and tablecloths. Mike Guerierro and Sterner will work on Room 7 to clear stored items so the
32 room can be used for other things. Valentine invited everyone to the Banner Auction reception on
33 Sunday, September 23, 2017 from 5 pm to 7 pm in the Multipurpose room. Sterner noted there will
34 be a negotiation period after the silent bidding closes. Monies earned will go for next year's banners
35 and to an artists support fund.
36

37 Commissioner Shrock noted he was the Parks and Commons representative at the last Friends
38 meeting. Ojeda is scheduled for the October Friends meeting.
39

40 **III. Business**

41 **A. Public Restroom**

42 Commissioners Gordon, Hempen and Moore approached different companies for proposals. Moore
43 distributed a copy of the proposal he had which came to \$52,208, plus \$800 for lap siding. Shrock
44 suggested having the location be closer to the exit from Room 8. Moore explained Public Works
45 had indicated water and sewer stubs were available on the south side, and costs would increase for
46 placing the unit nearer the north side. Hempen asked about the numbers of people wanting access
47 from Room 8. Sterner explained some events such as plays present awkward situations where
48 actors need to walk through the MP room to get to the facilities.
49

50 **B. Men's Room – replacement of urinals**

51 Hempen met with one vender (Newport Plumbing) who indicated they would do the plumbing part

1 and have another person do the construction part. Hempen noted he was in the process of
2 scheduling a meeting with the construction person. Hempen and Sterner discussed aspects of
3 access and construction for the area. Hempen expects to have bids by the next meeting.
4

5 **C. Ballfield**

6 Moore summarized the history of the ballfield. Dave Baldwin told Moore the field is unsafe for the
7 Yachats Smelts because of mole holes and the ruts/uneven surfaces. Moore reported Manager
8 Davies had suggested paving the area for parking. Moore recalled kids in school have recess on
9 asphalt surfaces. Baldwin indicated to Moore such an area could be used for other sports as well.
10 Helen Anderson suggested investigating astro-turf, as old college and professional fields are often
11 sold for low cost. Commissioners discussed ideas around combinations of paving and grass.
12 Johnson was not in favor paving and suggested some semi-permeable product such as
13 decomposed granite. Moore noted people currently park along 6th St and along the east side of the
14 field. Hempen had reservations about paving but could support the idea. Ojeda noted maintenance
15 costs might be lower for non-grass surfaces and suggested ideas to increase attractiveness.
16 Sterner noted the area is very soggy, which might impact the type of surface that could be installed.
17 He raised the "Seven Generations" approach to land management. Anderson suggested checking
18 with City Planner Lewis about building in an area that is indicated as wetlands on the Wetlands
19 Inventory. Langley wanted to avoid paving. Moore indicated he would find out about the wetlands
20 status. Sterner added there is a type of concrete that allows for drainage.
21

22 **D. Letter from South Lincoln Aquatic Committee**

23 Moore identified the local people involved with this Committee. Commissioners were concerned
24 about the construction costs, maintenance, and liability insurance. Hempen noted the group's
25 interest at this time is ascertaining the desirability for a pool. Ojeda noted he and friends often go
26 to the Overleaf. Commissioners expressed interest in learning more, and Ojeda agreed to contact
27 the group for further discussion.
28

29 **IV. Other Business**

30 **A. From the Commission**

31 Ojeda stated he was interested in seeing a ban on plastic bags. Moore suggested Ojeda contact
32 Manager Davies and Mayor Stanley.
33

34 **B. From the floor**

35 Sterner stated how much he appreciation of Moore's conduct of the meetings, especially making the
36 audience feel heard.
37

38 With no further business to discuss, Moore adjourned the meeting at 3:55 pm.
39
40
41
42

43
44 _____
Chair W. John Moore

Date

45
46 Minutes prepared by H.H. Anderson, September 26, 2017

Commons Facility Manager Report
October 2017
Leon Sterner

My thanks to Mike Guerriero who provided User Support for the first half of October while I was on a journey to the midwest. The Church of God folks had the Commons reserved for most of the time, and he welcomed them and gave them support during their two weeks here. I was able to spend several hours with them as they tore down equipment and moved out - and once again, they are most appreciative of what our facility nicely serves their needs. They are looking forward to being here again next year - dates will be Sept 18th - 30th, 2018. Note that you will not see this on our Events Community calendar on the Goyachats reservation system as this reservation is not open to participation by our community. However, it is listed on the individual room (facility) calendars which they have reserved and will be using. So if you were wanting to make a reservation during those dates in the Multi-purpose room, the Kitchen or rooms 8,7 - or in the Picnic Shelter, you would see that they are not available for reservations. Also, during my time away from the area, I handled numerous phone calls about commons related concerns and problems.

Mike and I have been arranging the storage room. Mike designed and built a storage dolly for the pipes of the Pipe and Drape system. He is working on a rolling storage box for the heavy metal bases. Drapes have been stored in plastic bins on storage room shelves.

We have been using the new cabaret tables for several of recent events - and have been getting very positive reviews! Several folks have mentioned wanting to acquire more of them, so I pass that feedback to the Friends.

Stephen Farish is scheduled to do remodel in the Friends office at the end of October. This will involve tearing out the old sink counter and retooling things in that area to create a safe storage area for the more valuable audio/ visual equipment. And will also involve upgrading the storage shelving and "hooks" where cords and other equipment are stored. This comes at a good time, as earlier noted, we are reorganizing the main storage area off the Multi-Purpose room. Storage is an ongoing issue here at the Commons. We have acquired lots of equipment and furniture - most of which is used regularly.

As winter is approaching, we have a number of ongoing physical exercise activities which usually see more attendance as outside weather moves into the stormy winter months. Volleyball is scheduled for Monday afternoons from 3:30 - 5:30, followed by Zumba at Six and Ping Pong from 7-9. The plan is to store 2 Ping Pong tables in room 8 (where they are used later in the week for " ping pong skill building" on Wednesdays from 11am - 1pm . There is also a plan to use wall mounts for the Volleyball net to eliminate the need for the 2 Heavy Base stanchions which are awkward to move into and out from the Storage room.

The Farmer's Market season is coming to an end after the Mushroom Festival Weekend. I have heard many expressions of appreciation about how the market is organized and how well it is run. Thanks to Ron Vil who manages the market - and for the Friends who support it.

Ongoing : the North Front doors by Friends office are still not working properly. They often do not close when people leave the building through them. Even though they are "locked" , if they do not close all the way, building security is compromised.

Leon Sterner Cell: 541-961-4258

FUND-240 CITY AMENITIES
 DEPT-124 COMMONS BUILDING

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 AND FEES	26,000	1,299.00	6,942.33	19,057.67	27
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	1,299.00	24,742.33	19,057.67	56
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	1,299.00	120,042.33	19,057.67	86
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	31,400	3,124.88	9,298.70	22,101.30	30
	PERSONNEL SERVICES	31,400	3,124.88	9,298.70	22,101.30	30
5-20-5222	INSURANCE	4,500	--	5,375.64	875.64	119
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	--	113.97	286.03	28
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	66.53	524.39	2,275.61	19
5-20-5252	OFFICE UTILITIES	6,500	349.34	1,069.94	5,430.06	16
5-20-5260	PROFESSIONAL SERVICES	36,000	200.00	9,550.00	26,450.00	27
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	--	500.00	0
5-20-5330	BUILDING OR LAND MAINTEN	14,000	689.34	1,167.05	12,832.95	8
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	1,216.59	4,183.32	7,316.68	36
5-20-5490	MATERIALS/SERVICES OTHER	500	--	102.00	398.00	20
	MATERIALS AND SERVICES	76,700	2,521.80	22,086.31	54,613.69	29
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	3,124.88	9,298.70	22,101.30	30
	TOTAL MATERIAL & SERV	76,700	2,521.80	22,086.31	54,613.69	29
	TOTAL CAPITAL OUTLAY	31,000	--	27,000.00	4,000.00	87
	TOTAL ALL OTHER	139,100	5,646.68	58,385.01	80,714.99	42
T O T A L D E P T 124 E X P E N D I T U R E						

10/07/17
3:22 PM
YIUDY
FUND-240 CITY AMENITIES
DEPT-125 PARKS

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	2,973.00	1
	REVENUE	3,000		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
TOTAL DEPT 125 R E V E N U E		29,600		26,627.00	2,973.00	90
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	3,600	77.02	175.24	3,424.76	5
	PERSONNEL SERVICES	3,600	77.02	175.24	3,424.76	5
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	53.00	1,865.46	18,134.54	9
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	2,013.62	4,895.61	1,104.39	82
	MATERIALS AND SERVICES	26,000	2,066.62	6,761.07	19,238.93	26
	TOTAL PERSONAL SERVICES	3,600	77.02	175.24	3,424.76	5
	TOTAL MATERIAL & SERV	26,000	2,066.62	6,761.07	19,238.93	26
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
TOTAL DEPT 125 E X P E N D I T U R E		29,600	2,143.64	6,936.31	22,663.69	23
TOTAL FUND 240 R E V E N U E		214,800	1,882.00	316,867.97	102,067.97	148
	FUND PERSONAL SERVICES	36,800	3,663.96	9,963.33	26,836.67	27
	FUND MATERIAL & SERV	133,800	7,541.56	37,538.22	96,261.78	28
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	39,200		35,200.00	4,000.00	90
TOTAL FUND 240 E X P E N D I T U R E		209,800	11,205.52	82,701.55	127,098.45	39
	FUND PRIOR BALANCE				243,489.94	
	NET FUND BALANCE				234,166.42	

9/01/17 THRU 9/30/17

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
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EXPENSES

5-20-5222	INSURANCE	2,000	--	--	2,000.00	0
5-20-5252	UTILITIES	3,000	--	222.11	2,777.89	7
5-20-5330	BUILDING OR LAND MAINTEN	7,500	224.70	549.70	6,950.30	7
	MATERIALS AND SERVICES	12,500	224.70	771.81	11,728.19	6

	TOTAL PERSONAL SERVICES					
	TOTAL MATERIAL & SERV	12,500	224.70	771.81	11,728.19	6
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
	TOTAL DEPT 102 EXPENSE	12,500	224.70	771.81	11,728.19	6