

1. Agenda

Documents:

[PC_AGENDA_11-14-17.PDF.PDF](#)

2. Meeting Materials

Documents:

[USER SUPPORT REPORT NOV 2017 - 11-16-2017.PDF](#)

[PARKS AND COMMONS FINANCIAL REPORT - 11-16-2017.PDF](#)

[PARKS AND COMMONS MINUTES - 11-16-2017.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, November 16, 2017 at 3:00pm

- I. Call meeting to order
 - II. Approve Minutes of October 19, 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. One of Us Productions
 - B. Public Restroom South of the Bridge
 - C. Ballfield
 - V. Other Business
 - A. From Commission
 - B. From the floor
- DISCUSSION / VOTE
DISCUSSION / VOTE
DISCUSSION

Commission meets the third Thursday of each month.

Next meeting: Thursday, December 21, 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**

Commons User Support Report

Leon Sterner
November 2017

A perspective from onstage.

During the recent Yachats Celtic Music Festival, I had the privilege of being the emcee for the main stage concerts in the Commons Multi-Purpose Room. And what a wonderful festival it was! As I stood on stage - awash in stage lighting and perched amongst all the microphones, instruments and musicians, I happened to look down at the stage floor. I was making sure the area was clear of wires and such for the next performer – who, by the way, was a wonderful Irish dancer who was performing with the next band to play. And for an instant I saw those slightly worn floor boards and had a flash of memory. The memory was from many years ago, when the Friends of the Commons hired local woodworker, Calder Bell, to install new flooring over the old, well-worn stage that had served many years of use by the former Yachats grade school.

As I write this, my last report as Commons User Support Manager under the Friends of the Yachats Commons Foundation, I would like to reflect on my experience while standing on the stage last weekend - among the microphones, wires and musicians and looking out upon a full house audience. The ‘flirt’ of those nicely lit boards on the stage floor caught my attention. For a moment I was transported back in time to when the Friends were asked to do something to fix the old and worn out stage floor that had served the grade school well for many, many years. Calder Bell, a local wood worker, donated his time and talents to install the new stage floor and the Friends purchased the materials and stained them after installation. That made a remarkable difference on the stage. But I digress.

As I was standing there on stage, I noticed how good that fleeting memory felt - a lot like being at home. From my perspective on stage, I saw and recognized the many improvements made over the years thanks to groups like Friends of the Commons, Polly Plumb Productions, One of Us Productions, The Ladies Club, the Lions Club, and the huge number of

volunteer community members that have made those facility improvements happen.

I stood on stage awash in the theatre lighting, looking past the new stage curtains into a room full of audience members - themselves softly lit by the new LED lights - all seated at tables and on chairs. The furniture was placed on the recently installed vinyl flooring - that covers the MP room and runs into the hallway and into the Kitchen and Room 8 (the newly equipped conference room). The carpeted walls and acoustic panels provided an enhanced space for music and speakers to be better heard and appreciated. Over the packed house audience, I could see light coming from the kitchen where an ambitious crew of volunteers was cooking and serving fine Celtic cuisine along with libations aplenty. A well-equipped commercial kitchen indeed that sports a commercial grade freezer, reach in cooler, high capacity coffee maker, commercial convection oven and a 'safe' commercial propane stove. And as you all already know, the kitchen is nicely equipped with cabinets, sinks, a huge stainless steel serving island. Dishes, silverware, cups/glasses and lots of utensils are tools of the kitchen trade that many cooks have at their disposal to perform their regular culinary magic.

Leaving the kitchen and turning left, there were Celtic Merchants set up in the newly carpeted hallway. These carpet tiles extend into the City Council chamber which served as Polly Plumb's control central - selling t-shirts, cd's, and concert "buttons" for the festival. This was where the public was welcomed and given programs and information on the variety of events that made up this year's festival. This list of facility improvements was made possible, over the years, by organizations like the Friends of the Commons - who shepherded many of these improvement projects with grant proposals, fundraising from local individuals and organizations, and in partnership with the City Council and Parks and Commons.

What I also witnessed from my stage vantage were all the enthusiastic members of the audience, coming together from near and far to be a part of an ongoing community here at the Commons. The room we were in has held too many such gatherings to count. Times when we have gathered to share sadness over a loss, and celebrate the lives of so many. We have gathered to learn and share about our history, our culture - and to process strife and challenges we necessarily have living in a small town like Yachats.

I recognize that the physical improvements which have happened over the years, as amazing as they are, serve only as a “means to an end”. The end goal has been, and will continue to be, the Friends and the hundreds of folks who are “Friends of the Friends” who work together, hand in hand, to support the vitality of our Commons Community Center.

Onward.

--

Leon Sterner

Cell: 541-961-4258

Peace within - Peace between - Peace among

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 REVENUE	--	--	--	--	0
3-30-4335	RENTS AND FEES	26,000	1,356.00	8,298.33	17,701.67	32
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
3-30-4480	GIFTS AND DONATIONS REVENUE	43,800	1,356.00	26,098.33	17,701.67	60
3-60-4860	GENERAL FUND SUPPORT	71,500	--	71,500.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT OPERATING TRANSFERS	23,800 95,300	--	23,800.00 95,300.00	--	100 100
T O T A L D E P T 124 R E V E N U E		139,100	1,356.00	121,398.33	17,701.67	87
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	31,400 31,400	3,494.68	12,793.38 12,793.38	18,606.62 18,606.62	41 41
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	590.92	2,209.08	21
5-20-5252	OFFICE UTILITIES	6,500	344.83	1,414.77	5,085.23	22
5-20-5260	PROFESSIONAL SERVICES	36,000	6,000.00	15,550.00	20,450.00	43
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	--	500.00	0
5-20-5330	BUILDING OR LAND MAINTEN	14,000	--	1,167.05	12,832.95	8
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	1,273.40	5,456.72	6,043.28	47
5-20-5490	MATERIALS/SERVICES OTHER MATERIALS AND SERVICES	500 76,700	-- 7,684.76	102.00 29,771.07	398.00 46,928.93	20 39
5-40-7922	CAP OUT: CITY AMENITIES CAPITAL OUTLAY	--	--	--	--	0
5-50-5800	CONTINGENCIES OTHER USES	4,000 4,000	--	--	4,000.00 4,000.00	0 0
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	27,000 27,000	--	27,000.00 27,000.00	--	100 100
TOTAL PERSONAL SERVICES		31,400	3,494.68	12,793.38	18,606.62	41
TOTAL MATERIAL & SERV		76,700	7,684.76	29,771.07	46,928.93	39
TOTAL CAPITAL OUTLAY		31,000	--	27,000.00	4,000.00	87
TOTAL ALL OTHER		139,100	11,179.44	69,564.45	69,535.55	50
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	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
T O T A L D E P T 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	95.91	271.15	3,328.85	8
	PERSONNEL SERVICES	3,600	95.91	271.15	3,328.85	8
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	643.06	2,508.52	17,491.48	13
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	421.85	5,317.46	682.54	89
	MATERIALS AND SERVICES	26,000	1,064.91	7,825.98	18,174.02	30
	TOTAL PERSONAL SERVICES	3,600	95.91	271.15	3,328.85	8
	TOTAL MATERIAL & SERV	26,000	1,064.91	7,825.98	18,174.02	30
	TOTAL CAPITAL OUTLAY					0
T O T A L D E P T 125 E X P E N D I T U R E		29,600	1,160.82	8,097.13	21,502.87	27
T O T A L FUND 240 R E V E N U E		214,800	1,929.50	318,797.47	103,997.47	148
	FUND PERSONAL SERVICES	36,800	3,638.49	13,601.82	23,198.18	37
	FUND MATERIAL & SERV	133,800	10,960.67	48,498.89	85,301.11	36
	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	14,599.16	97,300.71	112,499.29	46
	FUND PRIOR BALANCE				234,166.42	
	NET FUND BALANCE				221,496.76	

1 CITY OF YACHATS

2
3 PARKS AND COMMONS COMMISSION
4 REGULAR MEETING

5 October 19, 2017

6
7 Minutes
8
9

10 Chair John Moore called to order the October 19, 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, Ruth Bass, Dean Shrock. Absent: Derek Ojeda, Scott Gordon.
13 Also Present: Facilities Manager Leon Sterner, Friends of the Commons Board Chair Rose
14 Valentine, Trails Leads Joanne Kittel, Loren Dickenson and Bob Langley. Audience: 2.

15
16 **I. Minutes**

17 Commissioner Shrock moved to approve the minutes of the September 21, 2017: Aye – 5; No – 0.

18
19 Commissioner Moore announced there is no City ordinance on overnight camping on City property.
20 It will be on the agenda for next month.

21
22 The Keesey's Parliamentary Procedure workshop is Monday, November 13, 2017 at 10am.

23
24 Item III.D will not be addressed at this meeting.

25
26 **II. Reports**

27 **A. Commons User Support Manager**

28 Sterner noted his report in the meeting packet. Sterner reported the Church of God weekend went
29 well, they have new storage for pipe and drape, and the cabaret tables are being used. Sterner
30 noted the Mushroom Festival is this weekend.

31
32 Shrock asked Sterner if there was a place that lists the different events for the Mushroom Festival.
33 Sterner stated there is a dinner tomorrow (Friday, October 20) with music. Shrock noted people are
34 not aware of this event.

35
36 Sterner noted the lock on the Commons back door is still broken. Bass suggested Sterner call a
37 repairmen. Moore and Shrock suggested that Sterner call a locksmith other than the one Sterner
38 claimed would not work on the door. Sterner had confusion over who was responsible for this repair
39 task. Bass indicated she would take responsibility for getting the door repaired.

40
41 **B. Yachats Trails Committee**

42 Langley noted the Amanda Trail goes through several different jurisdictions (National Forrest, State
43 Parks, Kittel private property, and ODOT). Kittel explained previous City administrations have
44 enacted intergovernmental agreements with the various landholders. Moore indicated he would
45 discuss with Kittel after the meeting to plan how to manage the issue. Langley noted ODOT is very
46 "hands off" and the Trails work group maintains the ODOT portion.

47
48 **C. Friends of the Commons**

49 President Valentine noted her report in the meeting packet. Commissioner Johnson asked if the
50 step lighting had been installed. Valentine indicated it had been installed and should be on now.
51 Sterner reported the street lamp on the corner is now operational. The Commissioners, Valentine,

1 and Sterner discussed the need for additional lighting.

2 3 **D. Year to Date Revenues and Expenses**

4 Moore noted the reports are in the meeting packet. He noted Commissioners may bring comments
5 to the next meeting. Shrock asked about getting a year-to-year comparison. Moore indicated he
6 would ask Clerk Richter about having that information added to the report.

7 8 **III. Business**

9 **A. Public Restroom**

10 Hempen reported the contractor he contacted indicated a cost of \$150,000 for two rooms and
11 shower, and \$135,000 without a shower. Moore's company provided estimate in same range.
12 Moore suggested the Commission make a recommendation to the Finance Committee to reserve a
13 dollar amount for public restrooms. Moore raised the question of whether the City should have a
14 shower or not, noting the hot shower is a great service but attracting transients who do not normally
15 pass through Yachats was less desirable.

16
17 Shrock asked if there were other shower services in nearby cities. Moore reported there is a
18 Siuslaw Outreach Center in Florence that offers a shower, daily hot meal, and laundry services.
19 Moore noted the City could have cards with information about services in other jurisdictions.

20
21 Moore reported he Google searched "public showers in Oregon" and found truck stops and State
22 Parks, with no cities listed. Truck showers cost and are often limited to truckers only. Johnson noted
23 harbors often have shower facilities. Langley noted some RV parks will let people use their showers
24 and some laundromats have showers. Sterner suggested talking to the Newport Outreach group
25 and noted Bob Barrett at the Presbyterian Church is interested in getting a shower.

26
27 Moore reported he made a field trip to the public facilities in Newport and Waldport and noted one
28 had a shower without any screening. Sterner noted when there is bus service to Florence, the City
29 could offer vouchers and a bus ticket for people in need to get showers.

30
31 Shrock questioned the timing of asking for funding given the recent expense overruns with City
32 projects. Moore asserted waiting would result in higher costs, noting the total cost on the Waldport
33 kit facility in 1990s was just over \$30,000 and the stick built facility in 2002 was around \$42,000.
34 Current kits are priced in the \$50,000s.

35
36 Shrock asked about the possibility of getting grant funding for the project. Moore reported the
37 Lincoln County Economic Development Council has grant funds available for 25-33% of the project.
38 Johnson asked what was the downside of asking for the money. Moore indicated there was no
39 downside.

40
41 Bass asked if the Commission needed to make a decision on restrooms before making a request to
42 the Finance Committee. Hempen noted the bus service to Florence and upgrades in Waldport
43 facilities alleviates the immediate need for a shower. Hempen suggested a shower is desirable for
44 the long term but is not necessary in the short term.

45
46 Hempen moved to recommend the City have the Finance Committee allocate \$60,000 for funding a
47 two-unit public restroom: Aye – 5; No – 0.

48 49 50 **B. Men's Room – replacement of urinals**

51 Hempen summarized the Commission had decided to replace the current four urinals with three new

1 urinals. The first bid received was just over \$10,000 with separate contractors for plumbing and for
2 building. Moore noted the City will need a minimum of three bids. Johnson asked for clarification on
3 what the bid covers. Hempen indicated the quote includes new walls and floors.

4
5 Hempen moved to request that the City Manager post an RFP for replacement of the urinals in the
6 men's room: Aye – 5; No – 0.

7
8 **C. Ball Field**

9 Moore summarized they had concluded at the last meeting that the field is not safe in its current
10 condition and commissioners had mixed opinions on paving. Other options were artificial turf or re-
11 plowing the field. Shrock asked about issues around wetlands. Moore stated Planner Lewis
12 indicated the ball field is not part of the wetlands. Sterner reported he and Baldwin got an estimate
13 some years ago of 250,000 for redoing the field. Johnson asked about rolling as an option. Moore
14 asked Commissioners to give thought to ball field options before the next meeting. Shrock asked
15 Moore to check how moles impact turf.

16
17 **D. Tablecloths for Commons Rentals - tabled**

18
19 **IV. Other Business**

20 **A. From the Commission**

21 Shrock expressed concern about the lack of publicity for the upcoming Mushroom Festival, noting
22 he could not find information at the Chamber website. Moore suggested Shrock email Linda
23 Hetzler.

24
25 **B. From the floor**

26 Kittel announced View the Future and the Trust for Public Lands submitted a grant proposal to the
27 Oregon Watershed Enhancement Board (OWEB) on the acquiring the Evans/Betz property. Kittel
28 noted Joan Davies and Andrea Scharf put in much work on the grant application. She reported VTF
29 got outstanding recommendations from County Commissioners and from Senator Arnie Roblan.

30
31 With no further business to discuss, Moore adjourned the meeting at 3:51 pm.

32
33
34
35
36
37 _____
Chair W. John Moore

_____ Date

38
39 Minutes prepared by H.H. Anderson, October 20, 2017