

1. Agenda

Documents:

[PNC_AGENDA_11-17-16.PDF.PDF](#)

2. Meeting Materials

Documents:

[YACHATS TRAILS COMMITTEE REPORT - 11-16-16.PDF](#)

[FINANCIAL REPORT NOV 2016 - 11-16-2016.PDF](#)

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

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



CITY OF YACHATS

PARKS & COMMONS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, November 17, 2016 at 3:00pm

AGENDA

- I. Call meeting to order
- II. Minutes of October 20, 2016
- III. Reports
 - A. Commons User Support Manager
 - B. Year to Date: Revenue and expenditure
 - C. Yachats Trails Committee
 - D. Public Works Report
- IV. Business
 - A. Project charter from the Friends
 - B. Correspondence from Bob Bennett
- V. Other Business
 - A. From the Commission
 - B. From the Floor

Commission meets the third Thursday of each month.

Next meeting: Thurs., December 15, 2016 at 3pm

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: Oct. 18, 2016



YACHATS TRAILS COMMITTEE REPORT

November 2016

YIPS - For our October work session, we had planned to deal with ivy, blackberry and other invasives between the south bank of the river and the KOHO development. The session was cancelled due to severe weather but we will try again in November. Although it is not city property, belonging partly to KOHO and partly to State Parks, we feel that it is so highly visible and essentially public that it should not be allowed to become overgrown with weeds. Dave Rieseck of KOHO is very supportive of our plan to work on that strip of land, and the Trails Committee has a volunteer agreement with OSP.

Interpretive Sign Project: Diane Disse and Joanne Kittel are waiting on a bid from Envirosigns that we hope will come in soon.

Peace Hike: Plans for the 2017 Peace Hike are progressing well and a productive planning meeting has tightened up the event schedule. Loren and Kinlen are working on volunteer solicitation and assignment. If anyone on the Commission would like to volunteer, please contact Loren at lorendickinson@gmail.com. The next planning meeting will be on Wednesday, Dec. 7, 2017 at 4 PM.

Trails - At the work session scheduled for 11/5, we had planned to turn the crew loose on sections of the Amanda Trail just to the south of the Ocean Creek B&B. Portions of the trail there are higher on the uphill side due to downhill soil movement that has given the trail too great a downhill slope. The solution is to "cut and fill" to restore the trail to its original condition. Unfortunately, rain and wind forced cancellation of that session so that work will be done on our next work day.

Emergency response - From time to time, especially during this time of year, unforeseen things happen to our trails. For example, a few weeks ago, a tree fell across a portion of the Ya'Xaik Trail, effectively blocking a 15' section of it. Sally Lockyear noticed it, notified Loren and, within a few hours, a group of 4 volunteers was mobilized and the trail was cleared.

Ben's bench - The memorial bench planned in memory of long time Trail Committee volunteer, Ben Christensen, was delivered two weeks ago -- in many pieces. The site, previously chosen by Ben's family and located on the Amanda Trail a short distance south of the Ocean Creek B&B, presented a number of challenges, most notably its hillside location and an Oregon Parks and Recreation Department stipulation that no part of the bench can be within 5 feet of the center of the trail. A group of 7 volunteers surveyed the site, planned the installation, excavated a considerable volume of dirt and rock, built small retaining walls to create landings for the bench, set the bench in concrete footings, and, finally, trimmed some trees to improve the view. It is a fitting memorial and we invite all of you to take the short walk down the trail to visit the site -- it's a contemplative spot so plan to stay a while!

State of the Trails Committee - It has been some months since the reorganization of the Trails Committee following Lauralee's decision to step down after many years of effective leadership. The reconfigured Committee, now consisting of five members -- Jan Brown, Loren Dickinsen, Joanne Kittel, Bob Langley, and Wally Orchard, continues to evolve. There is, certainly, no shortage of energy and commitment so we are individually and collectively positive about the future. It must be said, however, that the "heart and soul" of the Trails Committee are the loyal and hard working volunteers who continue to so generously volunteer their own time, energy, and visions.

CITY OF YACHATS

Statement of Revenue and Expenditures

Revised Budget
For PARKS & COMMONS (24)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
24-00-4095 Cash Carry Forward	\$ 0.00	\$ 0.00	\$ 1,340.00	\$ 6,105.78	(355.66%)
24-00-4335 Rents or Fees	0.00	1,271.42	22,000.00	13,544.11	38.44%
24-00-4336 Rent-City Hall	0.00	0.00	17,800.00	17,800.00	0.00%
24-00-4480 Gifts and Donations	0.00	150.00	0.00	193.00	0.00%
24-00-4490 Other Local Sources	0.00	0.00	0.00	0.00	0.00%
24-00-4861 OP Transfer from General Fund	0.00	0.00	125,437.00	125,437.00	0.00%
24-00-4866 OP Transfer from Visitor Amenities	0.00	0.00	41,812.00	41,812.00	0.00%
Total PARKS & COMMONS Revenues	\$ 0.00	\$ 1,421.42	\$ 208,389.00	\$ 204,891.89	1.68%
Expenditures					
24-01-5110 Personnell Allocation	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
24-01-5114 City Hall Help	0.00	389.14	4,810.00	1,556.57	67.64%
24-01-5120 Payroll Taxes	0.00	30.80	422.00	123.38	70.76%
24-01-5130 Payroll Benefits	0.00	29.42	2,322.00	562.78	75.76%
24-01-5204 Commons Landscaping	0.00	250.00	2,400.00	1,164.50	51.48%
24-01-5219 Piano Expenses	0.00	240.00	200.00	240.00	(20.00%)
24-01-5222 Insurance	0.00	0.00	4,041.00	4,484.04	(10.96%)
24-01-5240 Office Materials, Supplies & Expenses	0.00	1,775.83	400.00	1,801.82	(350.46%)
24-01-5251 Office Phone, Cell or DSL	0.00	225.81	2,700.00	907.22	66.40%
24-01-5252 Office Utilities	0.00	367.28	5,000.00	1,898.87	62.02%
24-01-5260 Professional Services	0.00	19,787.50	36,000.00	28,787.50	20.03%
24-01-5330 Maintenance-Building or Land	0.00	2,314.46	17,000.00	7,572.91	55.45%
24-01-5335 Custodial Support & Supplies	0.00	126.71	7,000.00	2,007.25	71.33%
24-01-7126 OP Transfer to Reserve Fund	0.00	0.00	116,594.00	116,594.00	0.00%
24-01-7213 Operating Equipment	0.00	0.00	500.00	0.00	100.00%
24-01-7221 Park Improvements	0.00	0.00	4,000.00	0.00	100.00%
24-01-8100 Unallocated Ending Fund Balance	0.00	0.00	0.00	0.00	0.00%
Total PARKS & COMMONS Expenditures	\$ 0.00	\$ 25,536.95	\$ 208,389.00	\$ 167,700.84	19.53%
PARKS & COMMONS Excess of Revenues Over Expenditur	\$ 0.00	\$ (24,115.53)	\$ 0.00	\$ 37,191.05	0.00%

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 1,421.42	\$ 208,389.00	\$ 204,891.89	1.68%
Total Expenditures	\$	0.00	\$ 25,536.95	\$ 208,389.00	\$ 167,700.84	19.53%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (24,115.53)	\$ 0.00	\$ 37,191.05	0.00%

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
October 20, 2016

The regular meeting of the Parks and Commons Commission was called to order by Chair Don Niskanen at 3:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Don Niskanen, Scott Gordon, John Moore, Ruth Bass, Derek Ojeda, Dean Schrock. Lauralee Svendsgaard – Late

Niskanen stated that he is rearranging the meeting. Bennett is attending this meeting, Streets & Public Works and Joann Kittel regarding the trails.

Bennett stated he is representing Emergency Planning and sent out information regarding the Tsunami drills and the routes involved. There are issues by Diversity regarding the elevation. It's about the same as King Street. The cul-de-sac is in the inundation zone and will need to review the plans for evacuations to. Marine Drive has a drainage ditch along the 101 to the trail. The crossing will need to be defined better in order to use. There is an easement issue regarding the trail according to Kittel.

Bennett wants to know if there is any interest in this issue.

Niskanen stated that there would be a quick fix by putting a small bridge back and that ODOT had one there before, so it would be a matter of contacting ODOT to see if they would handle.

Kittel stated the width of the easement is 10 feet. They have stable steps at this point and will need to be carefully looked at. They would need to have railing installed. The route still needs to be stable and to make the trail wider would possibly make it unstable.

Bennett stated that if the fire station is built in the new location that will be a place for gathering.

Niskanen stated that Morrell will need to be a part of this as well.

Svendsgaard stated that the Trail committee be a part of this project going forward.

Niskanen stated there will be further discussion going forward and the commission will assist where ever they can help.

**I. Minutes –September 16, 2016 – Approved 7 -Aye 0 –No
August 18, 2016 - Approved after changes were made**

II. Reports

A. Commons User Support Manager – Attached

B. Year to Date: Revenue and Expenditures – No attached

C. Yachats Trails Committee – Attached

Svendsgaard reports the group is doing a stellar job and have a have good turnout. The Christianson project is moving ahead and the mock up is attached on the second page of the report. The first meeting of the peace hike is New Year's Day 2017. The hike will use the alternative route the same as last year. The 200,000 donation is available to win

1 and spearheaded by Joann Kittel. Kittel is in contact with a lady (she is 102 years old) in
2 Washington who wants to donate to a community in Oregon or Washington for the focus
3 of trails improvements. Yachats is one of the top contenders.

4
5 **D. Public Works Report - No report**

6
7 **III. Business**

8
9 **A. Commons General Plan –** Rieseck was not able to show up for an update

10
11 **B. Tobacco and Fragrance Policy –** Attached from Joan Davies, City Administrator
12 Svendsgaard moved to approve the Draft and forward to Council to approval. 7- Aye, 0 -
13 No

14
15 **C. Commons Rental Rates –**

16 Sterner will have a draft after further discussion and considerations.

17
18 Niskanen stated that there have been a lot of upgrades and should take that into
19 consideration when change the rates.

20
21 **D. Security Policy –**

22 Sterner stated that things are going smoothly. The doors are still an issue. YYFAP is
23 also checking the building at 6pm when they leave.

24
25 Sterner stated as far as alarming the building and the cost would be an issue. With the
26 use of others using the building and the wind issues as well, but doesn't see an issue.

27
28 **E. Misc. Discussion-**

29 Public restrooms – Have Rieseck comment on this issue at the next meeting

30
31 **IV. Other Business**

32
33 Sterner stated that vendor limits & fragrances will be discussed at the meeting with Arts
34 & Craft members.

35
36 **A. From the Commission –**

37
38 **B. From the Staff –**

39
40 **C From the Floor –**

41
42 The meeting was adjourned at 4:30p.m.

43
44
45 _____
Don Niskanen, Chair

46
47 Attest:

48
49
50 _____
51 Kimmie Jackson, Clerk II

Commons User Support Report

November 2016

Leon Sterner

Now that things have slowed down at the Commons, Doug's electric will address wiring issues in the Picnic Shelter including 3 new outlet boxes and a new Power Panel Stainless Steel box in the Southeast corner. Also of note, there was a shattered glass panel on the South wall of the Shelter - the panel just above the sink. Lincoln Glass has been contacted for repairs. Presently, it is speculated that this was an act of vandalism. It was noticed in late afternoon on Sunday, Nov 13th. Anyone with information about this please let City Hall know.

Very successful Celtic festival - attendance was good, music was great - and much appreciation was expressed to the volunteers and Polyplumb Productions who produced and ran the festival weekend. City hall served as the "merch room" where tickets and merchandise were available - and served as information central. Main stage acts occurred in the MP room of Commons - as well as workshops and a Ceili dance. A Jam session was staged in the 501 building - which was a nice venue for such an event. Other 45 minute mini performances were held at the Little Log Church and Museum - as well as at several local eating establishments. Sound and lighting was produced by our friends from Portland. Of note, they provided LED stage lighting which really worked nicely. LED lights are much 'cooler' to run which results in more comfortable temperatures on stage as well as for the audience. I am exploring what options we might have for replacing our current stage lighting system with a more flexible and energy efficient LED system.

I have been meeting with Joan Davies, John Moore (Parks and Commons) and several of the craft show producers about coming up with more current guidelines for how to design arts and craft sale events at the Commons. We are considering the Fragrance Free and non-smoking policies recently addressed by Parks and Commons and City Council. Also the issue of dogs at these events were discussed. This group will come up with a draft proposal for new guidelines and present it to Parks and Commons.

I have been getting estimates for carpet squares to install in the main hallway areas and perhaps in Room 3 as well. This type of carpeting will be easier to clean and will stand up better than the current carpet does, in light of the heavy foot traffic in these areas.

Meredith and I will once again bring back a holiday tree from our annual Sunrise Tree Farm Thanksgiving holiday - and will put it up in South Entry way at the Commons. The Friends of the Commons board will decorate "The Giving Tree" - and represent the Friends of the Commons activities to raise funds for projects that enhance the Commons facility and which promote and support a wide variety of cultural events. This is an annual opportunity for the community to learn about the Friends, and for folks to make donations which support our work.

We have ended a very successful Farmers Market after a busy summer of Sunday markets. Thanks to Ellis Lampman who manages the market, and to all the vendors that provide locally grown produce as well as a number of quality arts and crafts products. Market will reopen in May. Thanks to all who have supported throughout the summer and fall months.