

1. Agenda

Documents:

[PNC_AGENDA_12-15-16_REVISED.PDF.PDF](#)

2. Meeting Materials

Documents:

[YACHATS TRAILS COMMITTEE REPORT-DEC 2016 - 12-12-2016.PDF](#)

[FINANCIAL REPORT PANDC - 12-12-2016.PDF](#)

[PARKS AND COMMONS MINUTES - 12-12-2016.PDF](#)

[USER SUPPORT REPORT - 12-12-2016.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, December 15, 2016 at 3:00pm

AGENDA

- I. Call meeting to order
- II. Minutes of November 17, 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. Expiring Terms
Lauralee Svensgaard, Derek Ojeda, and Don Niskanen
 - C. Dave Reisick-Commons General Plan
- V. Other Business
 - A. From the Commission
 - B. From the Floor

Commission meets the third Thursday of each month.

Next meeting: Thurs., January 19, 2017 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

Yachats Parks & Commons Commission
City of Yachats
441 Highway 101, Yachats, OR 97498
541.547.3565

Leadership Team

Communications

Jan Brown

Development

Joanne Kittel

Invasive Plants

Wally Orchard

Trails Crew

Loren Dickinson
Bob Langley

Chair Emeritus

Lauralee
Svendsgaard

Report to Parks & Commons Commission

December 2016

YIPS! had a successful outing in November, removing ivy from trees along Yachats Ocean Road between the river and the KOHO development. KOHO took care of disposing of the large pile of cut ivy. There is still ivy on a few trees as well as on the ground so we plan to return to the same site in December.

Acting on suggestions from Bette Perman regarding the maintenance of the Prospect Garden, the Trails Committee has developed a plan for simplifying the maintenance of the garden and improving its general appearance. Part of the plan is to construct a 100 ft cedar fence along the western boundary of the garden that will reduce the ingress of invasive weeds from the adjacent property. We have asked the City to fund and build that fence since no budget funds were allocated to the Trails Committee for that project, and are awaiting a response.

The project for the December 3 Trails work day involved improvements to parts of the Amanda Trail -- widening and leveling the portion between Ben's Bench and the Bears -- an area that had not been worked on since it was built in 1997. Fifteen hardy crew members participated, did a superb job individually and collectively, and left with a well-justified sense of accomplishment. All 15 of us met at the Drift Inn afterwards where we enjoyed visiting over complimentary beverages and snacks.

Interpretive Sign Project: Five signs are slated to be created - three on the Ya'Xaik Trail and two at KOHO. Diane Disse and Joanne will be submitting the graphics, etc. to Environsigns before the holidays. Dave Rieseck will be fabricating stainless frames due to salty wind conditions at Koho and will do his own installation to assure that no archaeological sites are disturbed.

2017 New years Day Peace Hike: Plans for this event are going smoothly thanks to: Sandy and Jesse (food); Lady's Club (breakfast breads); Jan (publicity and pins); Loren (volunteer recruitment, signage, and coordination); Bob and crew (Ya'Xaik Trail improvements); Kinlen and

Wake (ambassador recruitment and ceremonial organizers and leaders); Mary Ellen, next year's coordinator, (administrative details); Leon (Sound and all else); Meredith (non-hike activity); State Parks (water closet); and ODOT (warning signs). Those providing table displays include: Trails Committee; View the Future; U.S. Forest Service; State Parks; Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians; Cape Perpetua Foundation, and, possibly, Volkswalkers. Colleen Caubin, our 2017 invited artist, has created a gorgeous painting for auction and is having cards made that will be sold during the Peace Hike. Margie Lopez Reid, our 2016 invited artist, has donated two Amanda-themed oils for auction as well as cards. Doc and Deb Slyter have donated a lovely food basket for auction. All proceeds from the auction will benefit either the Amanda Trail Fund or the Ben Christensen Fund Interpretive Sign Project.

The degree of volunteer participation in Trails and YIPS! activities remains impressive:

September, 2016 = 178 hours

October, 2016 = 151 hours

November, 2016 = 127 hours

Respectfully submitted,
Bob Langley, Trails Leader

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget
For PARKS & COMMONS (24)
For the Fiscal Period 2017-5 Ending November 30, 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	2,502.75	22,000.00	16,046.86	27.06%
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	10.00	0.00	203.00	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	\$ 2,512.75	\$ 208,389.00	\$ 207,404.64	0.47%
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	1,945.71	59.55%
24-01-5120	Payroll Taxes	0.00	30.80	422.00	154.18	63.46%
24-01-5130	Payroll Benefits	0.00	29.42	2,322.00	592.20	74.50%
24-01-5204	Commons Landscaping	0.00	200.00	2,400.00	1,364.50	43.15%
24-01-5219	Piano Expenses	0.00	0.00	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	811.03	400.00	2,612.85	(553.21%)
24-01-5251	Office Phone, Cell or DSL	0.00	225.77	2,700.00	1,132.99	58.04%
24-01-5252	Office Utilities	0.00	714.85	5,000.00	2,613.72	47.73%
24-01-5260	Professional Services	0.00	5,967.50	36,000.00	34,755.00	3.46%
24-01-5330	Maintenance-Building or Land	0.00	8,767.72	17,000.00	16,340.63	3.88%
24-01-5335	Custodial Support & Supplies	0.00	347.45	7,000.00	2,354.70	66.36%
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	\$ 17,483.68	\$ 208,389.00	\$ 185,184.52	11.14%
PARKS & COMMONS Excess of Revenues Over Expenditur		\$ 0.00	\$ (14,970.93)	\$ 0.00	\$ 22,220.12	0.00%

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$	2,512.75	\$	208,389.00	\$	207,404.64	0.47%
Total Expenditures	\$	0.00	\$	17,483.68	\$	208,389.00	\$	185,184.52	11.14%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(14,970.93)	\$	0.00	\$	22,220.12	0.00%

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
November 17, 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, Derek Ojeda, and Dean Shrock. Absent: Ruth Bass and Lauralee Svensgaard. Audience: 2

I. Minutes –October 19, 2016 –

II. Reports

A. Commons User Support Manager

Don Niskanen asked Leon Sterner to explain his user support as he knows he has the Land Sea Seminar this evening. Leon Sterner went over his use support and handed out his sheet explaining it. Doug's Electric is here now putting the new stainless steel box out in the picnic shelter and three new outlet areas that will be on the outside wall so we won't need to use cords all over the place anymore. Don Niskanen said there is some concern about the water running over the outlets on the main posts. It's not a good idea to be plugging in cords while standing in water. Leon Sterner said the new outlets are GFI and they will click off if anything like that happened. Leon Sterner isn't sure what to think about the security issue of the new breaker boxes. We could lock them, but then when you want to go out and flip a light on, you can't because the box is locked. And, if the circuit blows, you can't get in to reset the breaker. You can still push the GFI button but sometimes the breaker trips. So, he's not sure what we should do. Rose Valentine said if we would know what groups have reserved the space and could unlock the box for them. Leon Sterner said that would be a fair statement but there are some people that just stop in and use it. Leon Sterner said maybe we should keep it locked and then unlock it when we know it's been reserved. Don Niskanen said he would like it locked. Leon Sterner said there is an issue with people camping and they didn't know how to open the box so they just ripped it apart. This might be a reason to leave them unlocked so it's not ripped open.

B. Year to Date: Revenue and Expenditures

Report is on the computer.

C. Yachats Trails Committee

Written report by Lauralee Svensgaard. The Peace Hike is January 1, 2017. Meet at the Commons and then you will be routed to your assignment.

D. Public Works Report-no report

III. Business

A. Project charter from the Friends

Leon Sterner started the discussion (as Rose Valentine was not yet at the meeting) about the Friends of the Commons putting in new carpet in Room 1, Room 3 and the hallways as a standalone project. The project charter explains it in detail but there have been changes so Leon isn't sure it is the most current version. Rose Valentine joined the meeting and handed

1 out the newest version of the project charter. The main change is the addition of Room 1 to the
2 project. We didn't get the Oregon Community Foundation grant for the LID project. We have
3 another grant that is pending for the LID, but it's such an expensive project and the Lincoln
4 County Economic Development Fund is for \$15,000.00 and our project is \$57,000.00. So we
5 are putting that on the back burner for now and concentrating on the carpet project. If we do get
6 the grant, then we might be able to change the actual funding from LID to the carpet project
7 since its all infrastructure. Also, the other change is that City Hall responsibilities are changing
8 and the City Administrator, Joan Davies will be signing off on this project. We still want the
9 Parks & Commons Commission to know what's going on. Don Niskanen said the Commission
10 can expression their support for the project. Don Niskanen has written several grants and
11 received them from the Lincoln County Economic Community Development switched their
12 priority to the economic development and didn't tell anybody so all of the community
13 development grants written after that were denied. When he reads what is given to people in
14 the paper, the amounts are actually very small. Rose Valentine said if that happens, then the
15 hallways will be done and maybe Room 3. They will know by the end of December, 2016.
16 Scott Gordon asked what size the carpet squares were and the 1 foot squares? Leon said they
17 3 foot square carpet squares. We will try to get something that hides a lot and a color that won't
18 show stains. And, if one square is damaged, then we can replace just the one square. Leon
19 Sterner asked if anything in Room 1 was fastened down and it is not so we would want to redo
20 the entire floor. John Moore has a concern about the squares with the liability factor if they peel
21 up. Leon Sterner said it's a very commonly used form of carpet now and the squares stick to
22 the floor so he doesn't feel it's an issue. Don Niskanen asked what type of glue or resin is used
23 to apply the squares and does it have any harmful effects on people? Scott Gordon said most
24 of the one's he's used are applied with double sided tape and not glued down. Leon Sterner
25 doesn't know if these will be applied with double sided tape or what but the EPA has pulled out
26 the junk that isn't necessary in the common commercial adhesives. There will be some residual
27 smell for a while and it's impossible to avoid that. Don Niskanen said the carpet that's in Room
28 1 now had a smell for a while when it was installed. He supports the project and asked others if
29 they did, too. The other members agreed.

30
31 Rose Valentine said the other issue is that Jo Crooks was put in charge a while ago to get
32 chairs for the Commons entryway and has found four new ones which will be here soon. One is
33 already in the entryway. The others aren't put together yet. There is unanimous approval to go
34 ahead with the project.

35
36 Don Niskanen asked for the outcome of the meeting with the Arts & Crafts Fair person. John
37 Moore said they talked about a number of issues and asked if the scent free issue went before
38 the Council. Leon Sterner said it did and it was passed. We talked about dogs and the way it
39 was left was that there are no dogs allowed in the Commons except service dogs. There was a
40 licensed service dog at the last Arts & Crafts Fair. Scott Gordon said 90% of people that bring
41 dogs claim they are a service dog. John Moore said that the owner does get a certificate. Scott
42 Gordon said anybody can buy a certificate off of the internet for \$69.00. We can't ask to see the
43 certificate or the vest or paperwork or cards. We are only allowed to ask two questions: 1. Do
44 you have a disability that requires a service animal and 2. What specific task is the dog trained
45 to perform for you. If they can't answer it satisfactorily, then he doesn't know what the policy is
46 either. He's had people at the hotel that say they have a disability and the dog is a companion
47 dog but that's not recognized by the Federal Government under the American's with Disability
48 Act. You don't have to let them in, but that is a tough area.

49
50 John Moore said it sounds like it's still a discussion and Scott Gordon said we can discuss it
51 until we are blue in the face but the problem is that there is nothing we can do about it. If

1 someone walks up and says I have a disability and this is a service dog, we can't ask for any
2 proof so the dog comes in.

3
4 John Moore asked just as a question and not as a proposal, if we could have a policy that says
5 no animals period? Scott Gordon said no because any place the person can go the service
6 animal is allowed to go. Don Niskanen said there's no way to prove it's a trained service
7 animal. Scott Gordon said you can tell if it's a service animal because they do not interact with
8 other people and are disinterested in everything that is going on around them.

9
10 Don Niskanen asked if there was any opposition to the no fragrance, no tobacco policy? Leon
11 Sterner said there was a lot of discussion around it. Like with the dog issue, if we have that
12 value of no dogs and no fragrances, it does not mean we can call the cops if someone walks in
13 with scented hairspray, but we can at least bring it up as an option. We need to be sensitive to
14 the issue of legality of service dogs. But we can hold the value that we discourage people from
15 bringing in pets to the building and that they must be on a leash. That might be as good as we
16 can get. When he talked to the Agate Festival organizers a couple years ago, they spoke with
17 their vendors and told them they could not bring dogs with them and they made signs and
18 posted them about not dogs allowed. If someone brought in a dog, one of the festival
19 organizers would talk to that person and find out if it was a service dog or not. It promotes not
20 having dogs in the Commons when there are crowds of people. There was a big, terrible mess
21 in the hallway this weekend from a dog.

22
23 John Moore also said there was talk about the placement of the booths and tables when he,
24 Leon Sterner and Joan Davies walked around on Saturday morning, and they made
25 observations about how they were set up. They recommended there is a hard wall opposite the
26 open booth, like an innie and an outie. That way people who browse the booths, browse from
27 the inside and not the aisle. This may prevent the jam-ups. They may suggest the female with
28 the inlaid tables reconfigure her space as an innie. And, they also may want to soften up the
29 corner spaces to allow for more room. They didn't see near the level of issues at this craft fair
30 as past ones. Leon Sterner said they also talked about it being nice if they could shorten up the
31 space through the multipurpose room by two feet to allow for people to be side by side when
32 perusing. It's just too tight. The organizers are also willing to comply with the no fragrance
33 issue as they have people who can fill spots for those not willing to do the no fragrance thing.
34 They might have to turn away four vendors but they already turned away 30 vendors who
35 wanted to come this time that couldn't due to lack of space. Leon Sterner said a document will
36 be drafted by the City Administrator, Joan Davies, and run by the Arts & Crafts organizers for
37 their input before it's put into the user's manual.

38 39 **B. Correspondence from Bob Bennett**

40 Bob Bennett copied Don Niskanen with the letter received about evacuation routes and page 2
41 mentioned the Parks & Commons Commission. The plans are still being worked on and not yet
42 final. They want a walking bridge across the drainage ditch at Marine Drive over the drainage
43 ditch and the Fistera trail widened and a meeting spot made at the top of the hill but it is private
44 property so they need to check with Layne Morrill to see if he objects.

45 46 **IV. Other Business**

47 48 **A. From the Commission**

49 Scott Gordon said that the Farmer's Market is done for the year and before it opens next year,
50 we need to discuss the issue of bathrooms again and putting in porta-potties for the summer. It

1 needs to be added to an agenda prior to the reopening of the market. Leon Sterner will check
2 with the head of the market. It was a very good year for the Farmer's Market.

3
4 Don Niskanen said that Dave Reisick was unable to be at today's meeting but he will touch
5 base with him about the general plan for the Commons and wetlands.

6
7 Leon Sterner asked if there's a structural issue with changing the Agenda to split it so the first
8 part is about the Commons and the second half is with the Trails. That would help Leon Sterner
9 plan his time better. Don Niskanen asked Lauralee Svensgaard to put the Trails report in
10 writing and that shortens the time needed during the meeting. Don Niskanen will work on
11 rearranging the Agenda to better meet people's needs. Leon Sterner said it would also help
12 Rose Valentine in planning her time, too. Leon Sterner asked that he and Rose Valentine also
13 receive a packet for the meetings.

14
15 **B. From the Floor**

16
17 The meeting was adjourned.

18
19
20 _____
21 Don Niskanen, Chair

22 Attest:

23
24
25 _____
26 Sheila Voge, City Clerk III

Commons User Support Report

December 2016
Leon Sterner

Three new electrical outlet boxes (GFI) and a stainless steel breaker box have been installed in the Picnic Shelter. These outlets will make it possible to provide safe and accessible electrical connections for amplifiers and equipment during events in that space. The breaker box is not locked at present. It has circuit breakers for the outlets, and a timer/switch for inside lighting for the shelter. We could padlock the box, however this would deny easy access for users when a circuit breaker trips from overload, and also not allow lighting to be turned on and off easily in the shelter.

Giving Tree has been up in the lobby of the Commons - and receiving gifts of support for the Friends of the Commons . This will remain up thru the holiday season. Thanks to all who are contributing.

The Friends grant writing team is working on proposals to support the new carpet tiles for hallways and Rm 3 in the Commons. Stay tuned for updates on this.

The middle of the month of December was very busy with holiday events in and around the Commons. A very successful and sold out dinner-concert was held here by the Yachats Presbyterian Church Santa at the 510 building went well. Also, the 5501 building was used for a number of work parties to create holiday decorations for town. Coast Chorale and Pacific Wind Ensemble had concerts in the MP room. An information meeting was also held on the situation at Standing Rock.

Other than the upcoming Solstice Bonfire event on Dec. 17th, things will be fairly quiet here in the Commons for a couple of weeks. Yoga classes continue to be held at the 501 building and that seems to be working out well. The Agate Festival second week in Jan. and the Lion's Club Crab Feed is scheduled for January 28th, the last Saturday in January. So we have a few 'quiet' weekends at the Commons.

I am having conversations with Poly Plumb Productions and the Lion's Club about some options for tables and chairs for the 501 building. With increased traffic there we will need some additional furniture accommodate these uses.

Happy Holidays to one and all!

--

Leon Sterner

Cell: 541-961-4258

Peace within - Peace between - Peace among