

1 CITY OF YACHATS

2
3 PARKS AND COMMONS COMMISSION

4 December 21, 2017

5
6 Approved Minutes

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9 Chair John Moore called to order the December 21, 2017 meeting of the Parks and
10 Commons Commission at 3:01 pm in Room 1 of the Yachats Commons. Members
11 present: John Moore, Michael Hempen, Linda Johnson, Dean Shrock, Derek Ojeda.
12 Absent: Ruth Bass, Scott Gordon. Also Present: Facilities Manager Heather Hoen.
13 Trails Leads Loren Dickenson and Joanne Kittel. Audience: 5.

14
15 **I. Minutes**

16 Commissioner Shrock moved to approve the November 16, 2017 minutes: Aye – 5; No
17 – 0. Minutes approved.

18
19 **II. Reports**

20 **A. Facilities Manager**

21 Facilities Manager Heather Hoen asked about the process for giving her report. Moore
22 indicated he would send the report to Commissioners prior to meetings for their review.
23 Hoen summarized her written report.

24
25 Commissioner Johnson wanted clarification on the work done on the men's bathroom.
26 Moore got consent from Commissioners on Hoen's suggested improvements:
27 installation of weatherproofing, repair and paint on entry to Multipurpose room (\$200),
28 repainting doors to match interior (\$100 each, total \$900 maximum), installing two
29 coded lock boxes (\$50-80), and adding a deposit for keys. Moore approved keeping the
30 heat at 62 degrees.

31
32 Hoen asked the Commission how she could be set up a new exercise class requested
33 by a teacher. She noted three gyms in Newport indicated they have the instructor and
34 participants sign insurance/liability waivers. Moore noted the Friends would not likely
35 cover insurance given their hiatus and the City would soon be discussing insurance
36 options. Shrock asked for clarification on how insurance is handled for the current
37 exercise classes, and Hoen indicated the Friends are covering the by-donation classes.

38
39 Schrock asked how other exercise classes were insured. Hoen indicated all of the by-
40 donation classes are under the Friends of the Commons at present. Moore suggested
41 a fee for the class might cover the insurance fee.

42
43 Hoen noted many people assume they can use Room 8 as a staging room when renting
44 the multipurpose room. Hoen suggested they might be able to add an amount less than
45 the full amount of Room 8 for use as a green room. Hoen clarified she needs to know
46 whether to block out Room 8 for a multipurpose room event. Johnson asked how busy

1 the rooms were. Commissioner Ojeda was favorable to offer a lower rate when used as
2 a green room. Moore believed changes in policy are not appropriate at this time due to
3 the extensive recent changes. Shrock and Hempen were favorable to not making
4 changes at this time. The Commission decided to allow usage of Room 8 for staging if
5 it is not otherwise rented. Hoen will continue to inform users they should reserve Room
6 8 if they will be using it. Johnson wanted to ensure the issue would be addressed in the
7 future.

10 **B. Yachats Trails Committee**

11 Johnson asked about the possible archeological site west of the Landmark mentioned in
12 the report. Trails Lead Joanne Kittel reported archeologist Molly Manion previously
13 indicated they would need to do the site samples every twenty meters. Kittel has asked
14 SHPO (Oregon State Historic Preservation Office) to provide her information with their
15 requirements. Kittel was given an estimate of \$7,000-8,000 per core sample. Kittel has
16 been talking to the tribes about archeologists who might be involved.

18 Moore noted Lincoln County is planning to do an overlay in the area between the
19 Landmark and the State Park. He indicated there was not enough room to have two
20 lanes of traffic and a trail on the current paved area. Kittel stated there is plenty of room
21 for the trail when there is one lane of traffic. Kittel indicated she is mostly interested in
22 getting a cost estimate should they have to move the trail into unpaved areas between
23 the current road and the river.

25 Kittel noted she has applied for a \$1,500 grant from Three Rivers Foundation to replace
26 a deteriorating information display box along the Amanda Trail.

28 **C. Friends of the Commons – no one present**

30 **D. Year to Date Revenues and Expenses – see report in packet**

32 **III. Business**

33 **A. Commons Rental Rate Structure**

34 Moore reported he was asked by Councilor Greg Scott to ask the Commission to
35 consider letting nonprofit and informal groups use Room 3 for free. Schrock wanted to
36 know the frequency of usage for Room 3 and how they would decide who got to use the
37 room for free. Shrock believed they were charging too much for Room 3. Hoen wanted
38 to know if paying groups could bump non-paying groups. Shrock noted the Health
39 Education Center in Newport indicates what type of groups would fall under the free
40 category. Hoen indicated it would help her to provide more detail on who falls into which
41 rate classification group. Hoen noted Room 3 will get used more when the 501 Building
42 is no longer available. Moore asked Commissioners to think about the issues, and they
43 will revisit the matter in January 2018.

45 Moore also reported Scott wanted the Commission to recommend that the City cover
46 the insurance. Moore referred to information from the City's risk management

1 consultant from CIS (City and Counties Insurance for the State of Oregon) who highly
2 recommends having users provide insurance. The City's score on best practices would
3 go down if the City were to provide insurance, and consequently the City's insurance
4 rates would increase. Additionally, CIS will not cover negligence on the part of the user.

5
6 Shrock asked about the Friends of the Commons saying the Commons is becoming an
7 events center rather than a community center. He believed the Friends could support
8 the community by providing insurance. Moore indicated the Friends have accumulated
9 significant reserves, and he believed insurance would be an appropriate use of the
10 funds the Friends has, as the Friends' role is to support the Commons.

11
12 Hoen asked for clarification on what constitutes a "special event" for insurance
13 purposes. Moore indicated insurance companies use risk models to make assessments
14 of various types of activities.

15
16 Commissioner Ojeda noted insurance premiums went up beyond the budgeted amount
17 on the financial report. Moore believed the rates were going to remain at the higher
18 amount.

19 20 **B. Public Restroom south bay**

21 Moore reminded Commissioners the City does not own property south of the bridge
22 along the bay where they could place a public restroom. Johnson reported Dave
23 Rieseck of Koho was not willing to place a bathroom in front of homes, and the other
24 areas are archeological sites with shell middens dating back 9000 years. Moore
25 indicated this issue could now be removed from the agenda.

26 27 **C. Ballfield**

28 Given changes in City, Moore suggested the Commission remove this item from the
29 agenda until further notice. Commissioners consented.

30 31 **D. Yachats Parks Master Plan – on the agenda as item G**

32 33 **E. Election of Commissioners**

34 Moore reported Commissioners Gordon and Bass are reapplying for their seats. Shrock
35 moved to ask the City Council to reappoint Ruth Bass and Scott Gordon to the Parks
36 and Commons Commission: Aye – 5; No – 0.

37 38 **F. Fence/Railing by sidewalk in front of Commons**

39 Moore referred to a photo he included in his report and summarized the issue with the
40 sidewalk in front of the Commons being a liability with the current drop off. Moore
41 suggested they put a curb along the yard-side of the sidewalk with a railing so that it
42 would be ADA compliant. Shrock was in favor of a fix the safety issue but believed the
43 appearance should fit the master plan of the City spaces. Ojeda suggested asking
44 some local people skilled in the area to present ideas. Johnson wanted the look and
45 feel to be consistent with the architectural image. Commissioner Hempen agreed they
46 should stay with the theme, and was emphatic about getting the matter remedied soon.

1
2 Moore suggested Commissioners each search for ideas that would blend with the
3 current theme and to bring those ideas to the next meeting. Shrock wanted to consult
4 with Dave Rieseck, as he was the one who designed the Commons Master Plan.
5 Johnson indicated she would discuss the issue with Rieseck. Commissioners
6 discussed aspects of the Commons Master Plan. Moore noted there is money
7 budgeted over the next four years for the wetlands entry portals. Johnson believed
8 Rieseck currently has plans, materials, and labor to build the arbors/portals.
9

10 **G. Draft Parks Master Plan**

11 Moore noted City Planner Larry Lewis has drafted a Parks Master Plan based on
12 Rieseck's Plan to help with funding for future projects. Shrock asked about the blank
13 lines on the third to last page, suggesting these numbers should be known (acreage
14 and frontage). Ojeda asked about the costs estimates from 2011 on pages 27-28 and
15 the accuracy of those for today. Moore noted some parts have been completed and
16 some items are currently in the CIP. Commissioners consented that the plan looked
17 appropriate.
18

19 **IV. Other Business**

20 **A. From the Commission**

21 Hempen asked about the lights on the northeast corner of the Commons. Moore
22 indicated Western States Electric provided an estimate of \$792. Moore had asked
23 Friends of the Commons President Valentine about covering that cost. She wanted to
24 see another estimate. Shrock suggested D&S Electric (Dutch).
25

26 Johnson noted she uses motion-activated lights around her home and wondered why
27 these could not be used for that area. Ojeda agreed the motion lights would be timely
28 and cost-effective. Hoen noted it can sometimes be difficult to set the detection range.
29 Moore will ask D&S about the appropriateness of motion lights.
30

31 Hempen asked for clarification on how by-donation monies are handled, noting last
32 month's minutes indicated Valentine stating the Friends would give half of the by-
33 donation money to Parks and Commons every six months. Moore stated that
34 previously by-donation groups would randomly bring money to City Hall, and eight
35 months ago the Friends took over management of those funds with the condition that
36 they can keep the money.
37

38 Moore noted next month the Commission will need to elect the Chair and Vice-Chair.
39 Moore noted he will likely be absent at one of the next meetings.
40

41 Shrock indicated he will be absent in April 2018.
42

43 Hoen asked if she needed to get approval for purchases of small things such as
44 adapters. Moore stated she does not need approval from this Commission and
45 suggested she notify the City Manager.
46

B. From the floor - none

With no further business to discuss, Moore adjourned the meeting at 4:17 pm.

Chair W. John Moore Date

Minutes prepared by H.H. Anderson, December 31, 2017