1. Agenda

    Documents:

        2019-07-18 Parks And Commons Commission Agenda.pdf

2. Meeting Materials

    Documents:

        2019-07-18 Facilities Manager Report.pdf
        2019-07-18 Memo Commission Roles And Responsibilities.pdf
        2019-07-18 Trails Report.pdf
        2019-07-18 LLCM Report .Pdf
        2019-06-13 LLCM Board Minutes.pdf
        2019-06-20 Parks And Commons Minutes DRAFT.pdf

CITY OF YACHATS
PARKS & COMMONS COMMISSION
REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, July 18, 2019 at 3:00pm

I. Call meeting to order

II. Approve Minutes of Regular Meeting on June 20, 2019 at 3:00pm (attached)

III. Reports
- A. Facilities Manager
- B. Yachats Trails Committee
- C. Little Log Church
- D. Commissioners
  - a. Purcell: Chairs Roundtable
  - b. Council/PC&C Liaison, James Kerti

IV. Business
- A. Application from Dawn Keller to join Parks & Commons Commission, discussion (attachment)
- B. Commission to Council Communications: 5/21/19 City Manager Beaucaire memo to Council, discussion (attachement)
- C. Parks & Commons: Half year review: Commission Priorities
  - a. Ocean View Drive, Little Log Church, Trails, other: Liaison option, discussion

V. Other Business
- A. From Commission
- B. From the floor: Topic not listed on the agenda: 5-minute limitation per person

Commission meets the third Thursday of each month.

Next meeting: Thursday, August 15, 2019 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: 07-12-19

Facilities Manager Report

July 2019

The 72 inch sign that was made by mistake has been donated to the city and it is being stored in the 501 building until it is determined where it should go.

The Farmers Market still seems to be going alright. I have given the Market Manager a key for the building so that the vendors can come in and use the bathrooms, wash their hands so as to meet the Health code requirements.

The bird netting has arrived; I am working on a plan for installation.

A heat pump has failed and is scheduled for replacement on the 24th of this month.

Reservations are going well, day to day activities as well as larger reservations.

I have ordered and installed signage for the skate park that says "Skate At Your own Risk" as well as one that has some safety guidelines. I have removed the metal that was of concern on one ramp until the other can be put in to place.

The grease trap in the kitchen is rusted and needs to be replaced as it is burping water on to the floor. I am working with a plumber to get it fixed as soon as possible.

I am working with Hollywood Lights on a plan for updating our stage lighting in increments that will not be budget braking.

Respectfully Submitted

Heather Hoen

DATE: May 21, 2019

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Input from Commissions on Organizational Structure

Dear Mayor and Council,
The Commission Chairs met on Friday, May 17 and discussed the Council's request for input on their purpose and role in the Yachats organizational structure.
The Commission's felt that the work they did for the budget document articulated what they saw each Commission's role to be. Those descriptions are attached to this document.
Among the thoughtful conversation, questions that arose were:

- How does Council want action items to come from the Commissions?
- How should Commission's interact with the 501c3's associated with their respective Committee's?
- How does Council envision communication from the Council to the Commissions?

Other staff items that are arising following the Chair meeting:

- How do action items/recommendations go from Commission meetings to staff?
- How do Commissions interact with other Commissions/Committees when items may cross over purposes?

We look forward to working with the Council to continue to develop procedures.

I. Planning Commission

The Planning Commission and City Planner/Code Enforcement Officer play an integral role in shaping the long-term character of the City through development and implementation of the Yachats Comprehensive Plan and other long-range planning documents. Planning for the City of Yachats is at a crucial turning point. There has been a rise in housing starts as well as an increased awareness of the need for more affordable housing for our local workforce. With this increased population comes an increase in the need to plan for the future of Yachats' built environment. Maintaining the "Coastal Village" atmosphere will take revisions to many of the current documents that dictate how the city grows and how that growth is managed.

GOALS

With the help of the City Planner, a priority timeline should be developed, and a step-by-step plan created with the goal of having the Comprehensive Plan and the City Council goals integrated and supported with enforceable Municipal Code.

COSTS

This work will be done by people without formal training in city planning. As the revising of the Sign Ordinance has shown, each step of this process can take months. Basic training for the current planning commissioners and subsequent training for any new commissioners is needed.

City planning has evolved over the past decades, especially since the introduction of environmental, health and sustainability designs and concepts. Given the residents strong leanings toward environmental stewardship, the City of Yachats might integrate some of these concepts into how it grows. Making use of available conventions and meetings of city planners and organizations that are at the forefront of these positive planning developments might be one way. Suggestions include:

- Utilize the Oregon Cascades West Council of Governments Community Economic Development programs.
- Have commissioners attend planning meetings held in other coastal communities.
- Cover some costs of attendance at Oregon based conferences and events.
- Host webinars for the planning commission at City Hall.
- Negotiate with related organizations to hold meetings in Yachats, such as:
    - Oregon Chapter of the American Planners Association;
    - Living Future Institute;
    - Urban Land Institute Northwest; and
    - US Green Building Council, Oregon.

II. Library Commission

The Yachats Public Library is an all-volunteer lending library funded principally by the City of Yachats. It provides residents and visitors to the Yachats area with an open, public facility that provides resources for accessing and sharing both entertainment and information.

The Yachats Library Commission oversees the management and operation of the Library and facilitates communications among the various entities involved in library related activities. Among these entities, the Commission works on a regular basis with:

- The Head Librarian and Children's Librarian who volunteer their time to provide ongoing, hands-on management of library operations.
- The library's volunteers who (a) provide staff for the library, (b) serve those who visit the library, (c) stock and maintain library shelves and displays, (d) prepare books for fundraising sales, and (e) perform any number of other vital, behind-the-scenes activities.
- The Friends of the Yachats Library, an independent, non-profit organization that supports and promotes library service to the Yachats area, including raising money to help fund library operations, finance improvements, maintain facilities, and provide resources for other vital library-related expenses.
- City of Yachats administrative staff who provide advice and support to help ensure that library activities and library infrastructure are functionally and technically sound.
- The Yachats City Council who need periodic and timely updates as to the library's status, activities, and goals.
- The citizens and visitors to the Yachats area who are the primary beneficiaries of this important local institution.

In addition, the Library Commission periodically reviews library policy, develops strategic short-term and long-range plans, and acts as a conduit for library-related discussion and concerns.

III. Parks & Commons Commission & Committees

Parks and Commons

The Parks & Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; works with the Facilities Manager to create an annual Facilities Maintenance Budget, cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and City Budget Committee. The Commission also supports the Little Log Church & Museum Committee ("Friends of the Little Log Church") and the Trails Committee.

Funding:

Funding is derived primarily from the City's restricted "Visitor Amenities Fund" resulting from the City's "Transient Lodging Tax" (TLT). Depending on the expense, supplemental funding can come from the City's General Fund.

Goals:

- Work to assist the City Council to ensure success with its 2019 Council Goals.
- Work with the Facilities Manager to create a comprehensive plan for upgrades to the Commons Building to ensure the continued desirability and functionality for the various entertainment and educational events held at the Commons annually.
- Maximize Commons Building income by encouraging promotion or co-promotion of appropriate events.

The Commons

The Yachats Commons is the community center in the heart of Yachats. The building was built in the 1930s and was used as a school until 1983 when it closed. In 1990 the building was purchased by the City of Yachats to be used as a community center. It is the heart and soul of the greater Yachats community, being host to such events as dances, meetings, exercise classes, plays, musical productions, conferences, festivals, the youth center and much, much more.

The building hosts City Hall and the Yachats Youth and Family Program. Rooms, lighting, and sound equipment, and picnic shelter are available for rent to individuals, groups, or organizations and can host small groups or large events.

Little Log Church & Museum

The Little Log Church Museum was built in the late 1920s by community volunteers using local timber hauled down the Yachats River. It was completed and dedicated in 1930. The church and property were sold to the Oregon Historical Society in 1969 when the congregation outgrew this site. It became a museum in 1970 and was deeded to the city of Yachats in 1986 for continued use for public purposes. The Little Log Church Museum houses photographs of the area, settler exhibits, and works by former resident artists and authors. It receives between 2,000 – 2,500 visitors annually.

Trails Committee

Formally adopted by the City of Yachats in 2009, the Yachats all-volunteer Trails Committee meets twice or more monthly (weather permitting) to maintain and develop hiking trails throughout the Yachats region. Additionally, the Committee has taken-up the task of removing invasive weeds on city property and replacing with native plants. This Committee often collaborates with the Siuslaw National Forest, Oregon Parks Recreation Department, Angell Job Corps, and other agencies to make our trail system the best regionally.

IIII. Public Works & Streets Commission & Committees

Public Works Commission

The Public Works Commission is composed of up to seven Yachats citizens who have an interest in how the City Water, Wastewater, Streets, and Storm Drains are maintained, serviced, and other projects used to expand service. This also includes an understanding of how these services are paid for. The primary requirements for Commissioners are willingness to learn and a sense of curiosity of how these systems work and how delivery of these services is accomplished.

Funding:

Water and Wastewater services are paid for through the utility billing system. Streets are paid for from the Yachats share of Oregon Department of Transportation funds and grants. Storm Drains are paid for from transfers from other City funds.

Functions:

- Prepare recommendations to the City Manager and City Council for rules, regulations, and standards for the operation and use of Public Works systems.
- Prepare recommendations for future development, improvements, and maintenance for Public Works systems with the help of City Staff.
- Review all rates and fees for funding and improvements for all Public Works systems and prepare recommendations to the City Manager and City Council as part of the annual City Budget Process.
- Serve as the City Public and Traffic Safety Committee.
- Review monthly Budget Reports for all Public Works systems including Capital Improvement projects.
- Serve as the Franchise Review Committee for reviewing City Franchise agreements and make recommendations to the City Manager and City Council.
- Serve as liaison to various Lincoln County Committees or Work Groups associated with Public Works systems.
- Serve as the sponsoring Commission for the Emergency Preparedness Committee.

Goals:

- Sponsor Operation Clean Sweep in June 2019 and recruit Citizen Volunteers to assist Commission members to monitor collection site.
- Sponsor and assist with a review of the current utility billing system rates to ensure that capital reserves are adequate to fund future projects (by December 2019).
- Sponsor a review of options to increase the available water supply especially during July through October (by October 2019).
- Review current Franchise Agreements (by September 2019).

Emergency Preparedness Committee

The Emergency Preparedness Committee is composed of Yachats Citizens, City Staff, and other Lincoln County residents who have an interest in how the City and surrounding areas prepare to withstand various natural, accidental, and human caused life threating events. This includes events such as Tsunamis, earthquakes, storms, fires, biological outbreaks, and landslides. The primary requirements to serve are willingness to learn and a sense of curiosity of how the City and citizens can protect institutions and themselves.

Funding

Committee activities are supported by volunteer efforts, City funds, and grants. Any request for City funds or grants must be reviewed and recommended by the Public Works and Street Commission before they can be sent for consideration by the City Manager and City Council.

Functions

- Maintain the City's Storm Ready and Tsunami Ready certification.
- Conduct events and exercises to improve City resilience when an emergency occurs.
- Conduct events and exercises to improve Citizen awareness of how to cope with an emergency event.
- Maintain a working liaison with the Yachats Rural Fire Protection District.
- Maintain a working liaison with Lincoln County organizations on Emergency Preparedness functions.
- Maintain a list of City Staff and Citizens who completed FEMA/NIMS training courses.

Goals

- Conduct a Table Top Exercise before October 2019.
- Update Incident Staff descriptions by November 2019.
- Develop Tsunami Evacuation Plan by December 2019.
- Renew Storm Ready and Tsunami Ready Certification by May 2019.
- Refresh contents of North and South storage containers by August 2019.

TRAILS COMMITTEE – Parks and Commons report – July 18, 2019

Trails (6-1-2019) -- A National Trails Day event was substituted for the regular Trails work session; approximately 30 people assisted SNF staff in doing extensive clearing of vegetation on and along the Trail of the Restless Waters in preparation for a repaving project later in the summer. Many thanks to Linda Hetzler and the Drift Inn for hosting us after the work session; it is always appreciated and is a big factor in the camaraderie of our group.

YIPS! (6-15-2019) – A National Trails Day event was substituted for the regular YIPS! work session; twenty-nine trail crew members and three staff from SNF (on their own time) continued working to finish clearing the bridge site. A wonderful potluck followed at the picnic shelter. Three more crew members worked the following weekend cleaning up two remaining piles of branches.

Trails (7/6/2019) – 21 crew members split into 5 groups to accomplish clearing of vegetation in several locations: along the Ya'Xaik Trail; on the Prospect Trail between King Street and Horizon Hill Road; along the boardwalk in the Wetlands Park; along the Gerdemann public trail; and around trees adjacent to the Amanda Trail just south of Ocean Creek B&B.

804 S Trail -- The Lincoln County Public Works Department placed new gravel along the path from 7th Street to Marine Drive. We noticed some erosion after the 1" of rain last month and have some concerns as to how well the new surface will hold up to heavy winter rains.

Hours – Johnni Prince has kept a record of the hours that trails leaders and other volunteers have contributed to work in Yachats on trails and YIPS! and to other organizations with which we work, like OPRD and SNF. During the 2018-2019 fiscal year, 80 volunteers contributed 2075 hours x $25.40 (2018 OR Volunteer hourly wage) = $52,705.

Suspension Bridge Project – The next steps are to finish transferring a permanent easement to OPRD for 2+ acres, to build the bridge, and to rehab the site and Amanda Gathering Area after bridge installation.

Oregon Coast Trail – With approval the City and the Trails Committee, View the Future, (Michael H and Joanne K) submitted a grant application to the Oregon Coast Visitor's Association for $50,000 toward design, engineering and building a trail from the former Landmark to the Underground.

REPORT TO PARKS AND COMMONS COMMISSION

DATE: July 12, 2019
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

The Board of the Little Log Church and Museum met Thursday, July 11, 2019. You will receive minutes from that meeting after the Board approves them next monthly meeting. Board approved the minutes of the previous meeting, and a copy of those minutes is included with this report.

A bit of history: In 1968 the active congregation of the Little Log Church grew too large for the building, and church members built the new Church of the Agate Windows on Seventh Street. They sold the Log Church and property to Lincoln County Historical Society, *with the stipulation that the Log Church building be kept as a museum.* Later the Historical Society offered it to the City of Yachats. The stewards of the Log Church have endeavored to honor the intent of the Presbyterian congregation and maintain the historic meaning and spirit of the LLC.

Statistics: *Volunteers*: The newest member of our board, Mark Shepherd, has offered to serve as a substitute volunteer, and has been trained. With his assistance and the willingness of other volunteers to fill in when needed during this busy summer time, we are able to cover all shifts.

Hours worked by volunteers for the fiscal year July 1, 2018 to June 30, 2019 total **993**. The total hours for each volunteer for the current fiscal year were sent to the city offices July 1st, as is required by the city for workers' compensation insurance purposes. A copy of that report is included in this packet.

Statistics: *Income*: YTD for fiscal year through June 13, 2019 was **$2,638**. The Friends of the Little Log Church have a separate account. The Friends are pleased to say they have received a commitment of a $1,000 donation from the Lions Club.

Statistics: *Visitors*: Visitors who signed our guest book for the fiscal July 1, 2018 through June 30, 2019 totaled **2272** and represented 36 states and 13 countries and provinces. At the July board meeting the board opted to include the estimated number of attendees at weddings and events in future counts so as to better reflect the number of people who actually visit the building.

Events: The event on Saturday, July 6th was a big success. About 50 people came to hear Lama Phurbu Tashi Rinpoche, who gave a brief talk and offered a special evening blessing. He included Yachats as part of his national tour, and was headed for talks in Asia. His presence added a peaceful and spiritual ambience to our little building, and we feel fortunate to be part of his visit to the west coast.

Other remarks: On Saturday July 6th members of the Friends of the LLC&M met with Jo McDow, an experienced fundraiser who lives in Eugene and has had a house in Yachats since 1992. It was she who invited and hosted Lama Rinpoche. Jo has served on many boards and has focused on fundraising on most of them. She has many great ideas to share with us and the skill and energy to follow through. She has offered to serve as a Friends board member and we readily accepted.

Respectfully submitted,
Mary Crook
For the Little Log Church and Museum

LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING

June 13, 2019

Board members present: Mary Crook, Vicki Martin, Katie Johnson, Karl Christianson, John Thornton, Leon Sterner, Mark Shepherd. Also present: Carl Miller, president of Friends of Little Log Church.

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: Treasurer distributed and Board reviewed report. The new bookkeeping program called "Springbrook", to be launched July 1, should help make interpretation of Treasurer's report easier.

Curator's Report: None this month.

Weddings and Events: There were no events held in May. One 40th wedding vow renewal was held in June 9th. It was to be a surprise for the wife, and the surprise came off beautifully, with children and grandchildren all in attendance, sitting in silence in the sanctuary before the couple came in. The entire event lasted about 20 minutes.

The Byrdsong Consort was a big success. The concert was well-publicized in area newspapers, including *Oregon Coast Today*. There was also coverage in social media and some on-line publications. There were approximately 50 people in the audience. The program consisted primarily of 16th to 18th music performed on harpsicord, viols, violins, hornpipe and recorder. The last three pieces were by The Beatles. Mary introduced the group. In addition she briefly informed the audience about the Log Church's future and building project. The group earned a standing ovation. They want to return, perhaps at holiday time for another concert. They are very supportive of the Log Church, and want to see it restored and very much alive. In addition to the usual use fee, they gave us an additional donation of $50.00.

The next event will be on Saturday, July 6th from 7:00 p.m. to 8:00 p.m. A Buddhist priest, Lama Phurbu Tashi Rinpoche, will give a brief talk and offer a special evening blessing. He has studied with spiritual teachers in Tibet and India, and is founder and spiritual teacher of the Gampopa Center in Annapolis, MD. He regularly conducts pilgrimages in India, and has a yearly schedule of teachings in Indonesia. He was invited to visit Yachats by a local resident, and we are fortunate to have his presence at our Little Log Church. Donations will be welcome and appreciated.

Fees for the use of the church to be reviewed next month.

Volunteer Report: We are in need of at least another substitute volunteer, as we only have one right now. Mark Shepherd offered to volunteer.

Landscaping: Jack and Mary Eriksen are moving to Arizona. Their last date will be June 30th. Eriksens recommended a Mike Dedrickson as replacement. He has many years' experience. Karl will get contact information, however we cannot independently retain a landscaper. The process now is to go through the city, which must post internally first. If no qualified person is interested, then we can recommend a candidate.

Chimes: Our carillon comes with a five year warranty. Mark is learning the system. Problem he is dealing with now is finding out why the 1pm and 2pm chimes aren't playing inside ONLY. He called the company for

Minutes submitted by Mary Crook

consultation. Expert at carillon company to respond. If necessary we can ship back for repair. JD was paid $50.00 from Friends account for his services.

Other Business: (1) Mark brought over a yard debris container for our mowing person to use.

(2) Mary and Heather met with the Chamber of Commerce on May 22nd to explain the LLC&M's situation and the Board's decision about its future. The Chamber meeting was scheduled to be from 5:30 p.m. to 7:00 p.m. Unfortunately the LLC&M report came at the end of the agenda and didn't speak until 7:15 p.m. Chamber's response was from more of business point of view, and focused on suggestions for "fixing" the situation. Mary and Heather could have been clearer in presentation.

(3) Board discussed its understanding of city's commitment to LLC&M preservation, i.e. that $150,000 has been allocated from 2018-19 fiscal year, and $150,000 from 2019-20 fiscal year. Karl said that the Friends create a specific target for fundraising for the project, and suggested $100,000 as an appropriate figure.

(4) Karl and Carl reported on their meeting with David Atkins, the attorney specializing in non-profit law. They said the minute Atkins sends in the paperwork we can begin fundraising. Our options are as follows: (a) to simply transfer for a 501(c)4 to a 501(c)3. In that case our cost would be about $600. That may be problematic because of the fact that the LLC&M has been a (c)4 for so many years. IRS looks very carefully at such transactions. (b) Completely close out the (c)4 and re-open as a (c)3. That could cost about $3,900 and would be all-inclusive: preparation of legal documents, filing with IRS, training Friends in maintaining paperwork, and support. 501(c)3 status can be very complicated, and option (b) could be the safest way to go. Karl reported that Atkins was very helpful and wants to save LLC&M money if at all possible. When we do change to a 501(c)3 the Friends must meet separately on a regular basis, record separate minutes and reports, etc.

(5) Vicki Martin asked if we should check into a "Go Fund Me" page. (6) Mary distributed a written reply to her questions from Judy Rooks, a professional fundraiser in Portland. Rooks provided some very helpful suggestions. (7) Carl and Karl said John Purcell e-mailed them and requested reports be sent to Parks and Commons ten days prior to P&C meeting. Mary to respond.

Friends Account: $10,069,09.

Minutes submitted by Mary Crook

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Statistics for Fiscal year 2018-2019: Volunteer hours worked: 993. Visitors: 2,272 from 36 states and 13 countries.

Minutes submitted by Mary Crook

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
June 20, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the June 20, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Michael Hempen, Linda Johnson, John Purcell, Dean Shrock, Scott Gordon, and Craig Berdie. Absent: none. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel. Audience: 26.

II. Minutes – April 18, 2019

Commissioner Hempen moved to approve the May 16, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Commissioners - none

B. Trails Committee

Kittel reported they had the largest crew of 29 members and 3 Forest Service workers at the most recent work event. Three Rivers asked for extension on their grant.

Commissioner Berdie asked if anyone had talked to the logging company that contributed to the slide problem that took out the old bridge. Kittel stated they had discussed the matter with the logging company who indicated it was a natural event.

C. Facilities Manager

Facilities Manager Hoen asked Commissioners if they had specific information regarding what they want to see in a maintenance plan. Commissioner Berdie explained his two-page handout of what he would like to include in a maintenance plan and budget for that work. Berdie asked Hoen to meet to review his plan suggestions.

Hempen asked for clarification on the status of the backstop where there are pieces that are hanging and about to fall. Commissioners discussed what decisions have been made about removing the backstop. Commissioner Shrock recalled the Commission previously decided to remove the backstop. Purcell indicated he would speak with Public Works about their plans for the backstop. Hoen explained the condition of both the existing fencing and the backstop

portion. Commissioner Gordon noted they could remove the top part of the backstop and tighten up the fence portion. Hempen asked for more information about the expected life of the fence.

Purcell noted that fencing and locking an area was not an option as it makes that area exclusive to those who have keys. He also acknowledged the issue of people not cleaning up after their dogs. He suggested a first step of removing the problematic areas of the existing fence. Hoen suggested the fence material itself was reusable.

Berdie suggested that a locked fence area could be set up as a rentable area. Gordon suggested that the area not be locked. Berdie did not want to use chain link for the fencing material. He suggested a more visually appealing material such as 4-inch wire mesh. Commissioner Johnson also thought something other than chain link would be better. Purcell summarized the Commission was looking at providing an enclosed area that could be used by both the children and the City for rental. Shrock indicated he would talk to Dave Reiseck about his design plans for that area. Berdie and Shrock indicated they would report back to the Commission with conceptual plans.

John Deriberprey (King Street) suggested the use of a spring-loaded gate to prohibit dogs from pushing the gate open. Debbie Hempen asked about flattening the area so people do not trip in the mole holes. Shrock recalled the Commission previously looked into that and found it to be too expensive and an on-going battle.

Johnson asked Hoen about the broken tines on the skate park fence. Hoen was not aware of those breaks.

Purcell thanked Blythe Collins for the Farmer's Market report. Hoen indicated the vendor has not returned her call about adding a handwashing station. Collins asked if there was a way to screen the porta-potty area so the area was not so visible to people at the market. Gordon stated creating a barrier with 5-gallon buckets posts and some barrier material would be easy to create. Purcell summarized that Hoen would continue to work with the porta-potty provider.

Hempen asked if opening the Commons was an option. Purcell explained the city would need to block off the certain areas of the Commons. Collins suggested using the Commons was not necessary and she did not want the responsibility of the building being open to the public.

D. Little Log Church

Mary Crook reported the Byrdsong concert was very well-received and well-attended at around 50 people. She added that the performers were pleased and were wanting to return for another performance. Hempen asked for clarification on status of the rebuild project. Hoen explained the Little Log Church board has decided to tear down and rebuild the entire structure. Karl Christianson reported the Board met with the attorney who indicated one route would be to change the 501(c)4 to a 501(c)3 at a cost of about $600 and another would be to simply form a new 501(c)3 at a cost of around $3,900. Minutes Recorder stated she recently formed a 501(c)3 for around $400, noting this was for a nonprofit does not raise more than $50,000. Hoen reported they have met with the Lions Club, the Ladies Club, and the Chamber. The Lions and Ladies Clubs were very receptive to getting involved.

Hoen explained the situation with tearing down versus rebuilding everything. Johnson suggested they should make the museum part larger when they rebuild. Hoen indicated the Board and the Council would decide about the expanding the facility.

Purcell raised an idea of combining the visitors center with the museum. Crook argued that the attraction of the building is that it is historical. Johnson suggested the church could be retained as the historical part and the museum could be expanded. Crook noted while the museum portion was added in the mid 1990s, the Log Church was viewed as historical even thought it was not registered as a historical building. Shrock asked Crook if there was more museum inventory she could display. Purcell discussed with Crook the possibility of building a larger museum. Christianson indicated he would raise the possibility of expanding the museum with the Board. Carl Miller added that the Friends of the Little Log Church have a fundraising goal of $100,000. Shrock agreed with Gordon about keeping the visitor center where it is.

V. Business

A. Finance, Revenue/Expenditure Reports

Berdie asked why the month to date amount was the same as the year to date. Hoen suggested that it was an artifact of the current software. Berdie clarified that the 50% expenditure on maintenance was due to improper coding in previous accounting before Hoen took over the account coding herself.

B. Parks & Commons: Powers & Duties

Purcell noted the three documents in the packet about the Parks and Commons powers and duties. Minutes Reporter Anderson explain the ordinance document is what creates the code. Berdie noted there was no mention of Trails in these documents. Purcell added there was no mention of the Little Log Church and Museum. Anderson explained that an ordinance requires multiple hearings and should only be used for more permanent regulations and that policies are used to establish the smaller detail of how things get done.

Purcell summarized the duty of the Commission includes:

1. Oversight of Trails
2. Oversight of Little Log Church

Purcell noted the Farmer's Market falls under facilities management as its connection to the City was essentially a reservation.

Berdie questioned the specificity of the statements about building and grounds. He argued that Parks and Commons should have responsibilities for all buildings. Commissioners discussed what should be included under the Commissioner's purview.

Purcell suggested the Commission oversee city-owned parks, city-maintained trails, and city buildings.

Purcell noted they need to change the language of "Commons Director," possibly to "City Manager."

Purcell questioned the necessity of Item F about receiving gifts. Other Commissioners were ok with the Item F.

Purcell and Berdie discussed language to use regarding the maintenance direction.

C. Yachats Community Park & Wetlands

Purcell indicated this information was for general education. Hoen noted the City was responsible for the trees in the wetlands, and tree maintenance must be done by a certified arborist. Hoen has asked an arborist to inspect the area.

Berdie had concern about the filling in of sedimentation in the ponds. He suggested they plan for some removal of the sediment. Kittel suggested the Commission speak with Betty Bahn about the plans her group did to rehabilitate the wetlands. Purcell asked Hempen to talk to Betty Bahn to see if she would come to a meeting. Langley added they would eventually have to replace the boardwalk foundations.

D. South End Estuary Dog Waste Station and Waste Receptacle

Purcell noted there was a dog waste station by the south Yachats bay stairs. Hoen stated Dahl picks up the trash from that location. Purcell asked Hoen if Dahl could provide a larger trash can. Berdie suggested if the state allowed the dog waste station and a pump station, they could allow a restroom.

Purcell asked what the Commission could do to move forward a south end restroom. Hoen noted Dave Reiseck owns some of the land in that area and was very against public restrooms.

VI. Other Business

A. From the Commission - none

B. From the floor

Scott (1004 Yachats River Road) stated that the northern-most feature of the skate park was in disrepair. He explained the other features were professionally done and well-maintained. He estimated that replacing this ramp would cost $1,000-$1,500. Hoen added that the situation presents a safety hazard to skaters, noting this ramp appeared to be a DIY plywood and metal. Purcell asked Hoen to work with Scott on fixing the ramp.

Scott also asked for a sign stating, “Skate at your own risk.”

Gordon moved to authorize Hoen to spend up to $300 to repair the ramp in the skatepark and to get an estimate of a permanent replacement: Aye – 6; No – 0.

Purcell adjourned the meeting at 4:34 pm.

_____ _____

John Purcell, Chair Date

Minutes prepared by H.H. Anderson, June 26, 2019