

1. Agenda

Documents:

[2019-05-16 Parks And Commons Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-04-18 PandC Minutes DRAFT.pdf](#)

[2019-05 Facilities Manager Report.pdf](#)

[2019-05-16 Admin Policy 9.Pdf](#)

[2019-05-16 Financial Report 2.Pdf](#)

[2019-05-16 Financial Report.pdf](#)

[2019-05-16 LLCM Report.pdf](#)

[2019-05-16 Trails Letter Kittel.pdf](#)

[2019-05-16 Trails Report.pdf](#)



CITY OF YACHATS PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, May 16, 2019 at 3:00pm

- I. Call meeting to order
- II. Public Comment: Topic not listed on the agenda: 5-minute limitation per person
- III. Approve Minutes of Regular Meeting on April 18, 2019
- IV. Reports
 - A. Commissioners
 - B. Facilities Manager
 - C. Yachats Trails Committee
 - D. Little Log Church
- V. Business
 - A. Finance/Budget Committee update (Purcell)
 - B. Trails Letter – Joanne Kittel - Attachment
 - C. Evans/Betz
 - D. New Commission Member
 - 1. Discussion/Vote
- VI. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, June 20, 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: 05/09/19



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

April 18, 2019

Approved Minutes

I. Call to Order

Chair John Purcell called to order the April 18, 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, and Craig Berdie. Absent: Scott Gordon. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, Councilor Leslie Vaaler, and Mayor John Moore. Audience: 25.

Purcell reported Scott Gordon would not be present.

II. Minutes

A. March 19, 2019

Commissioner Hempen moved to approve the March 19, 2019 minutes as presented: Aye – 5; No – 0.

Purcell recalled at the goal setting meeting that Commissioner Berdie had suggested placing a public restroom south of the bridge by the bay. Purcell learned from Mayor Moore that the City does not own property in that area and State Parks owns that land

B. March 21, 2019

Commissioner Johnson asked about the line item for \$9,114 for building maintenance for the Little Log Church. Purcell explained this was a line item proposed by the City Manager for building maintenance.

Johnson moved to approve the March 21, 2019 minutes as presented: Aye – 5; No – 0.

III. Reports

A. Facilities Manager

Johnson asked about the status of the bird netting for the Pavilion. Hoen reported she had to reorder the item and it should arrive shortly. Berdie asked about the development of a maintenance plan schedule. Hoen reported other items have taken higher priority due to deadlines. Johnson asked about trash can garage. Hoen explained Public Works keeps getting pulled away to higher priority items. Berdie clarified that installation was part of the entrance

1 signs bid. Hempen asked about the discussion with the arborist. Sean Stevens, a local arborist,
2 has been in conversation with Hoen about an annual care plan for the trees. Hoen reported
3 Stevens was unavailable for several weeks due to injury, and she would walk the grounds with him
4 when he was able.

5 6 **B. Trails Committee**

7 Johnson asked why the new suspension bridge required the removal of 30 trees. Trails Lead
8 Joanne Kittel explained these were all alders and they were leaning and showing signs of
9 instability. The Trails group did not want to risk the bridge. Kittel explained the plan was to
10 keep all conifers, if possible. Kittel reported FEMA would be visiting Yachats to assess whether
11 they will increase their funding for the bridge.

12 13 **C. Year to Date Revenues and Expenses**

14 Purcell reported that the Finance Committee reported \$1.8 in reserves and \$1.98 in requested
15 capital improvement projects. He explained the City Manager asked the Committee to reduce the
16 CIP requests by \$1 million. Purcell reported the \$200,000 for the Evans/Betz project has been
17 removed. Kittel explained the estimates on the appraisal and the \$1.2 million on infrastructure
18 was too large to take on. Kittel have discussed the matter with Joe Mahl from McKenzie River
19 Trust. She noted Mike Evans and Jerry Betz have been notified that View the Future could not
20 meet that price. She emphasized they are not completely dropping the project and would work
21 next winter to apply for grants that could resume the project in the 1920-1921.

22
23 Purcell noted the new financial software will be extremely helpful in understanding financial
24 records and creating transparency.

25 26 **IV. Business**

27 **A. Selection of Vice-Chair**

28 Purcell reported he received a resignation letter from Vice-Chair Derek Ojeda. Berdie
29 nominated Linda Johnson. The Commission voted unanimously to appoint Linda Johnson as
30 Vice-Chair.

31 32 **B. Commission Rules**

33 Purcell stated he received input from Johnson and Berdie on the document. Johnson had concern
34 with 5.2.3 on powers and duties to “maximize income through promotion or co-promotion of
35 appropriate events.” She did not believe that was a duty of the Commissions. Purcell noted the
36 Commission does set the rates for the building rentals. Kittel noted that when the Friends of the
37 Yachats Commons was involved that they held events to support the Commons. Purcell recalled
38 the Commission wrote a note to the Mayor where they suggested investigating forming another
39 Friends group. Mayor Moore indicated the bullet points were taken verbatim from the Yachats
40 Municipal Code or Administrative Policies. Shrock noted the Commission does review financial
41 statements and examine how the City could best generate revenue, but they were not a marketing
42 body.

43
44 Purcell suggested that the sentence to “maximize income through promotion or co-promotion of
45 appropriate events” be struck. The Commission agreed.

1 Purcell noted there was no mention of the Little Log Church and Museum in the document.
2 Purcell reviewed some of the history around the relationship between the Little Log Church and
3 the Commission. He suggested adding wording to define the role of the Commission with
4 respect to the Little Log Church and Trails. He asked Commissioners for suggestions on
5 wording.
6

7 **C. Parks & Commons Narrative**

8 Purcell reported the City Manager asked him to provide a narrative about the Parks and
9 Commons Commission for the Budget Report. Commissioners had no additional comments.
10

11 **D. Farmers Market Proposals**

12 Purcell read an email he sent to Commissioners regarding his and other Commissioners attending
13 a meeting hosted by one group submitting a proposal to run the market. He explained the
14 proposal process. He indicated he asked Commissioners to read all of the proposals but not to
15 discuss them amongst themselves or with the public, noting they would discuss the proposals at
16 this meeting.
17

18 Purcell reported the Farmers Market traditionally opened on Mother's Day. Purcell noted they
19 received three great proposals. Purcell indicated for his own evaluations, he looked at the
20 proposal request and compared that to the proposals.
21

22 Shrock suggested the redacting process was limiting and disadvantageous. He noted at the
23 vendor meeting at the Adobe, it was proposed that the market manager was to be the person who
24 runs the Newport market. He thought that experience would be a great advantage. He suggested
25 that by not naming a person for a role such as the market manager, it would not be clear who the
26 everyone would be working with.
27

28 Purcell explained the role of Parks and Commons was to help ensure a good Farmer's Market
29 experience for everyone. Purcell stated they have essentially been asked by three groups to lease
30 the space and that was the extent of the Commission's decision. He noted, in general, Parks and
31 Commons would only get involved with the group that produces an event at the Commons when
32 that event was presenting problems for the City or disrupting the experience of Yachadians. He
33 believed the City needed to keep an arms-length in the operation of the market and allow the
34 vendors to run their own market.
35

36 Johnson indicated she spent much time evaluating the proposals. She reported she did not feel
37 knowledgeable or experienced enough to make a decision between the proposals. She identified
38 a few issues she could use to differentiate proposals, but she believed the vendors might be better
39 able to discern between the proposals. Johnson asked why the Commission was to make this
40 decision.
41

42 Purcell urged the Commission to not "kick the can down the road." He noted the Commission's
43 role was to make a recommendation to the Council. Hoen recalled the Commission was asked to
44 send a prioritized list to Council.
45

1 Berdie had a concern that choosing one proposal over another might cause animosity that would
2 cause some vendors not to participate. Purcell argued that he did not see that any of the proposals
3 was excluding of any vendor, noting some proposals discussed factoring in seniority of vendors.
4 Purcell was not certain what the Commission could do to ensure no one was upset by the
5 decision. He added that it was a tough decision and he saw no other way to proceed.

7 Berdie stated he thought all three proposals were well done. He favored Proposal C because of
8 its thoroughness and enumeration of the composition of the proposed Board. He also thought
9 Proposal B was very comprehensive. He added that he wished that the Commission had
10 included a requirement to have some means of taking electronic payments.

12 Purcell noted the contract would ultimately be reviewed by the City Manager. He suggested the
13 City Manager would go over the details to ensure regulations were being followed. Purcell
14 speculated that whomever was granted the contract would be open to suggestions from citizens
15 on ways to improve the market.

17 Hempen agreed with others' comments and noted this decision puts the Commissioners in an
18 awkward position. He did not see that there was anything in the proposals that puts one
19 noticeably above the others. Hempen liked that there were no names so their decision would not
20 be personal. He suggested the vendors would likely be the same regardless of the proposal
21 chosen. He believed the market manager would be the most important distinction.

23 Starla Gade stated proposal A requires all vendors to have a \$2 million policy and that amount
24 was unreasonable for many vendors, adding that she was only required to have a \$1 million
25 policy. She stated she had lots of vendors calling her to ask who was asking for that amount. A
26 few in the voiced agreement. Hoen stated Proposal A definitely had the \$2 million requirement.
27 Hempen suggested someone could speak to this requirement. Purcell indicated the \$2 million
28 policy was for the entity operating the market, not each vendor. Hempen noted there was a lot of
29 information about the issues around produce and other items.

31 Gade stated the details about the agricultural products were established by the Department of
32 Agriculture and were basic regulations. Purcell asked Gade to let the Commission proceed with
33 their discussion.

35 Johnson stated that she did not feel competent to make this decision but she could provide a
36 ranking. Shrock indicated he could provide a ranking as well.

38 Purcell explained his approach to evaluating the proposals and noted several minor differences
39 around hours, requirements for licenses (an issue for City Manager), plans for paid advertising,
40 and a proposed opening of the Market on June 9. Gade stated Proposal C stated that June 9 was
41 a meeting for the vendors, not the Market opening, where they would elect the Board.

43 Commissioners provided their rankings and some explanation for their choices:

44 Berdie: C, B, A

45 Hempen: C, A, B

46 Shrock: B, C, A

1 Johnson: C, B, A

2 Purcell: C, B, A

3
4 Purcell summarized that the Commission would recommend a rank order of C, B, A to the
5 Council. Purcell expressed deep sincerity that the Farmer's Market proceed with great success.
6

7 **E. Commons Building Rental Structure**

8 Hoen indicated that the new facilities software does not work well with the way the City
9 currently sets deposits. Berdie asked if there could be unintended consequences of attaching the
10 deposits to the room rather than as a lump sum.
11

12 **Berdie moved to approve staff recommendation for Item 1 on deposits: Aye – 5; No – 0.**
13

14 Shrock asked about the listing of Room 1 for rental. Hoen noted rental of Rooms 1 and 7 only
15 happen if a user rents the whole building. Shrock asked about usage of the stage for events like a
16 crafts fair. Hoen stated the stage has always been available to renters of the Multipurpose Room.
17

18 JD Deriberprey noted he puts his DJ equipment on the stage and suggested other ways in which
19 the stage was appropriately utilized. Purcell noted the stage liability issue was a separate issue
20 from what the Commission was currently being asked to decide. Hoen noted she would need
21 written policy if she were to enforce any stage restrictions.
22

23 **Hempen moved to approve staff recommendation for Item 2 on non-profit rate: Aye – 5; No – 0.**
24

25 **Berdie moved to approve staff recommendation for Item 3 on Pavilion day rates: Aye – 5; No –**
26 **0.**
27

28 **Berdie moved to set the piano rental at a flat fee of \$100: Aye – 5; No – 0.**
29

30 **II. Public Comment**

31 **VI. Other Business**

32 **A. From the Commission**

33
34 Purcell read an email he sent to Commissioners regarding the history of operation of the Little
35 Log Church. He indicated there was a Board for the operations of the facility and a Friends
36 group nonprofit 501(c)4 nonprofit board. Purcell suggested they need to get community support
37 for a potential rebuild.
38

39 Berdie suggested that the Friends and the Board provide ideas for how they would raise money
40 and how much they expected they could raise. He wanted to see monthly report from the Board
41 to include: number of visitors, number of volunteer hours, donations, events and event revenues.
42

43 Shrock noted the sensitivity of the LLC and suggested the citizens vote on whether to restore the
44 building.
45

1 Johnson liked Berdie's idea about reporting and coming to meetings. She wanted to recommend
2 that the Friends become a 501(c)3 in order to have tax-deductible donations.

3
4 Hempen suggested that, at a minimum, Parks and Commons should get a report, and he wanted
5 to see a representative from the Little Log Church at Parks and Commons meetings.

6
7 Purcell wanted clarification from Council as to the responsibility of Parks and Commons to the
8 Little Log Church. He also noted they will need to know how direct they could be in telling the
9 LLCM what to do. Commissioners agreed to have Purcell talk to the Mayor about the
10 relationship between Parks and Commons and the Little Log Church. Berdie added that,
11 regardless of the relationship and noting that their budget does go through Parks and Commons,
12 the Little Log Church should be asked to provide a report. Commissioners agreed that the report
13 with the indicated four items was an appropriate minimum request.

14
15 Jacqueline Danos noted the Commission should be careful when they ask the Community for
16 their input, noting that if the community does not want to give support, what would that lot be
17 used for.

18
19 Kittel suggested that Parks and Commons ask the Board if they want to write grants for
20 fundraising.

21
22 Quinton Smith stated the City was proposing a six-figure number in a CIP for the Little Log
23 Church and asked if the Commission was willing to recommend that the City not do that. Purcell
24 noted the Commission has not been asked to provide a recommendation to the Finance
25 Committee. Purcell did not want to make any recommendations until they better know what
26 their role is.

27 28 **B. From the floor**

29 JD Deriberprey introduced his son, John Mark, who is a participant in YYFAP. He stated John
30 Mark was interested in how the Commission works. Deriberprey stated he has been playing
31 basketball in the Multipurpose Room and reported one of the hoops was missing the net rings on
32 the rim. Hoen indicated she would look into the matter.

33
34 An audience member on the planning committee for Agate Festival noted their signs were not
35 visible on the front sign when cars are parked in front of the building.

36
37 Purcell thanked the Commissioners for their work this month.

38
39 Purcell adjourned the meeting at 4:49. pm.

40
41
42
43
44
45 _____
46 John Purcell, Chair

47 Minutes prepared by H.H. Anderson, April 30, 2019

Facilities Manager Report

May 2019

The new entrance signs are finished. Installation of the North sign as well as the prep for the South sign will happen on the 17th. The South sign will be completely installed by the 31st of this month.

The Farmers Market seems to be off and running smoothly. The second porta-a-potty will be delivered ASAP. I have spoken to the Manager of the Farmers market about the possibility of expansion and he is very excited.

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

Public works have completed the Garbage can garage. I am pleased and think that it will do a great job keeping them in place as well as allowing Dahl's easy access.

City Hall to 501 is in process. Shannon Rick and I are working on possible grants to help with this project.

The new website launched on the 3rd for the reservations side. I am transferring information from the GoYachats site to the new one as well as taking reservations through it. So far I am very happy with it and its capabilities.

Respectfully Submitted

Heather Hoen

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 9

COMMISSION VACANCIES

OBJECTIVES

To establish an accepted procedure for filling Commission and Committee vacancies that is fair and consistent and conducive to establishing open access to City Government.

PROCEDURES AND OBJECTIVES

1. City Recorder shall maintain a working list of all citizens filing an application for service on City Commission, Boards, and Committees. Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.
2. The Commission, Board, or Committee shall consider the names of all persons currently on file and any person at the meeting that has expressed an interest in serving on that body.
3. Candidates shall be interviewed by the Commission, Board or Committee to discuss their qualifications and reasons for wanting to serve.
4. **Recommendations.** The Commission, Board or Committee shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy.
5. Candidates and any person at the Council meeting who expresses a willingness to serve shall be interviewed by City Council at either a work session or regular meeting before being appointed. Incumbents seeking reappointment are not required to interview.

February 1, 2012

6/17/19
 4:28 PM
 YIKIMMIE
 FUND-150 CAPITAL RESERVES
 DEPT-123 LLMC CHURCH & MUSEUM

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 5/31/19

PAGE 1
 G11831
 G11 0 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4860	TRANS FROM GEN FUND-PROJ					0
3-60-4863	TRANS FROM VISITOR AMENIT	112,000	112,000.00	112,000.00		100
3-60-4864	LLMC RESERVES	4,600	31,600.00	31,600.00	27,000.00-	687
	OPERATING TRANSFERS	116,600	143,600.00	143,600.00	27,000.00-	123
T O T A L DEPT 123 R E V E N U E		116,600	143,600.00	143,600.00	27,000.00-	123
E X P E N S E S						
5-10-5160	CAPITALIZED LABOR	1,000			1,000.00	0
	PERSONNEL SERVICES	1,000			1,000.00	0
5-40-7922	CAP OUTLAY: CITY AMENITIE	149,000	4,847.50	4,847.50	144,152.50	3
	CAPITAL OUTLAY	149,000	4,847.50	4,847.50	144,152.50	3
	TOTAL PERSONAL SERVICES	1,000			1,000.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	149,000	4,847.50	4,847.50	144,152.50	3
	TOTAL ALL OTHER					0
T O T A L DEPT 123 E X P E N D I T U R E		150,000	4,847.50	4,847.50	145,152.50	3

6/17/19
 4:28 PM
 YIKIMMIE
 FUND-150 CAPITAL RESERVES
 DEPT-124 COMMONS BUILDING

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 5/31/19

PAGE 2
 G11831
 G11 0 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4480	GRANT		40,000.00	40,000.00	40,000.00-	0
	REVENUE		40,000.00	40,000.00	40,000.00-	0
3-60-4864	PARKS & COMMONS RESERVES	35,500	8,500.00	8,500.00	27,000.00	24
	OPERATING TRANSFERS	35,500	8,500.00	8,500.00	27,000.00	24
T O T A L DEPT 124 R E V E N U E		35,500	48,500.00	48,500.00	13,000.00-	137
E X P E N S E S						
5-10-5160	CAPITALIZED LABOR	1,500			1,500.00	0
	PERSONNEL SERVICES	1,500			1,500.00	0
5-40-7922	CAPITAL IMPROVEMENTS	113,500	115,167.79	115,167.79	1,667.79-	101
	CAPITAL OUTLAY	113,500	115,167.79	115,167.79	1,667.79-	101
	TOTAL PERSONAL SERVICES	1,500			1,500.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	113,500	115,167.79	115,167.79	1,667.79-	101
	TOTAL ALL OTHER					0
T O T A L DEPT 124 E X P E N D I T U R E		115,000	115,167.79	115,167.79	167.79-	100

6/17/19
4:28 PM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 5/31/19

PAGE 3
G11831
G11 0 5

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4810	TRANS FROM URBAN RENEWAL	8,000	8,000.00	8,000.00		100
3-60-4863	TRANS FROM VISITOR AMENIT	60,000	60,000.00	60,000.00		100
	OPERATING TRANSFERS	68,000	68,000.00	68,000.00		100
T O T A L DEPT 125 R E V E N U E		68,000	68,000.00	68,000.00		100
E X P E N S E S						
5-10-5160	CAPITALIZED LABOR	2,650			2,650.00	0
	PERSONNEL SERVICES	2,650			2,650.00	0
5-40-7922	CAP OUT: CITY AMENITIES	57,350			57,350.00	0
	CAPITAL OUTLAY	57,350			57,350.00	0
	TOTAL PERSONAL SERVICES	2,650			2,650.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	57,350			57,350.00	0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		60,000			60,000.00	0
T O T A L FUND 150 R E V E N U E		220,100	260,100.00	260,100.00	40,000.00	118
	FUND PERSONAL SERVICES	5,150			5,150.00	0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY	319,850	120,015.29	120,015.29	199,834.71	38
	FUND ALL OTHER					0
T O T A L FUND 150 E X P E N D I T U R E		325,000	120,015.29	120,015.29	204,984.71	37
	FUND PRIOR BALANCE					
	NET FUND BALANCE	140,084.71				

6/17/19
4:28 PM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-123 LLMC CHURCH & MUSEUM

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 5/31/19

PAGE 4
G11831
G11 0 S

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 0
3-30-4335	RENTS OR FEES	2,000	1,745.00	1,745.00	255.00	87
3-30-4460	INVENTORY SALE		335.00	335.00	335.00-	0
3-30-4480	GIFTS AND DONATIONS REVENUE	1,000 3,000	1,277.00 3,357.00	1,277.00 3,357.00	277.00- 357.00-	128 112
3-60-4860	GENERAL FUND SUPPORT	3,225	3,225.00	3,225.00		100
3-60-4864	VISITOR AMENITIES SUPPORT OPERATING TRANSFERS	9,675 12,900	9,675.00 12,900.00	9,675.00 12,900.00		100 100
T O T A L DEPT 123 R E V E N U E		15,900	16,257.00	16,257.00	357.00-	102
E X P E N D I T U R E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	2,500 2,500	3,359.32 3,359.32	3,359.32 3,359.32	859.32- 859.32-	134 134
5-20-5220	MARKETING/ROAD SIGN	200	184.00	184.00	16.00	92
5-20-5222	INSURANCE	1,000	708.72	708.72	291.28	71
5-20-5251	OFFICE PHONE/CELL/DSL	700	600.17	600.17	99.83	86
5-20-5252	OFFICE UTILITIES	1,400	1,476.62	1,476.62	76.62-	105
5-20-5330	BUILDING OR LAND MAINTEN	500	182.16	182.16	317.84	36
5-20-5345	INVENTORY PURCHASES	1,000			1,000.00	0
5-20-5421	PARKS/GROUNDS MAINTENANCE	3,000	2,882.03	2,882.03	117.97	96
5-20-5440	EQUIPMENT AND FURNISHINGS	500			500.00	0
5-20-5490	MATERIALS/SERVICES OTHER MATERIALS AND SERVICES	500 8,800	793.39 6,827.09	793.39 6,827.09	293.39- 1,972.91	159 78
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	4,600 4,600	4,600.00 4,600.00	4,600.00 4,600.00		100 100
	TOTAL PERSONAL SERVICES	2,500	3,359.32	3,359.32	859.32-	134
	TOTAL MATERIAL & SERV	8,800	6,827.09	6,827.09	1,972.91	78
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,600	4,600.00	4,600.00		100
T O T A L DEPT 123 E X P E N D I T U R E		15,900	14,786.41	14,786.41	1,113.59	93

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 5/31/19

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
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REVENUES

3-01-0101	CASH CARRY FORWARD					0
	REVENUE					0
3-30-4335	RENTS AND FEES	22,000	23,791.60	23,791.60	1,791.60-	108
3-30-4460	CITY HALL RENTAL INCOME	17,600	17,800.00	17,800.00		100
3-30-4480	GIFTS AND DONATIONS					0
	REVENUE	39,800	41,591.60	41,591.60	1,791.60-	105
3-60-4860	GENERAL FUND SUPPORT	93,000	93,000.00	93,000.00		100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000	30,000.00	30,000.00		100
	OPERATING TRANSFERS	123,000	123,000.00	123,000.00		100

TOTAL DEPT 124 REVENUE

EXPENSES

5-10-5160	ALLOCATED LABOR	40,000	29,867.69	29,867.69	10,132.31	75
	PERSONNEL SERVICES	40,000	29,867.69	29,867.69	10,132.31	75
5-20-5222	INSURANCE	5,500	4,830.00	4,830.00	670.00	88
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	656.98	656.98	406.98-	263
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	304.17	304.17	1,195.83	20
5-20-5252	OFFICE UTILITIES	5,000	5,203.87	5,203.87	203.87-	104
5-20-5260	PROFESSIONAL SERVICES	38,000	33,125.00	33,125.00	4,875.00	87
5-20-5317	TOOLS & SMALL EQUIPMENT	550			550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	9,510.59	9,510.59	10,489.41	48
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	16,504.27	16,504.27	2,004.27-	114
5-20-5490	MATERIALS/SERVICES OTHER	500	150.00	150.00	350.00	30
5-40-7922	CAP OUT: CITY AMENITIES					0
	CAPITAL OUTLAY					0
5-50-5800	CONTINGENCIES	10,000			10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000	27,000.00	27,000.00		100
	INTERFUND TRANSFERS	27,000	27,000.00	27,000.00		100
	TOTAL PERSONAL SERVICES	40,000	29,867.69	29,867.69	10,132.31	75
	TOTAL MATERIAL & SERV	85,800	70,284.88	70,284.88	15,515.12	82
	TOTAL CAPITAL OUTLAY	37,000	27,000.00	27,000.00	10,000.00	73
	TOTAL ALL OTHER	162,800	127,152.57	127,152.57	35,647.43	78
	TOTAL DEPT 124 EXPENDITURE					

6/17/19
4:28 PM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 5/31/19

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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	500			500.00	0
	REVENUE	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125	9,125.00	9,125.00		100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375	27,375.00	27,375.00		100
	OPERATING TRANSFERS	36,500	36,500.00	36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000	36,500.00	36,500.00	500.00	99
E X P E N D I T U R E S						
5-10-5160	ALLOCATED LABOR	6,000	4,616.78	4,616.78	1,383.22	77
	PERSONNEL SERVICES	6,000	4,616.78	4,616.78	1,383.22	77
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	6,361.60	6,361.60	13,638.40	32
5-20-5330	BUILDING OR LAND MAINTEN	1,000	1,067.00	1,067.00	67.00	107
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	6,588.28	6,588.28	3,411.72	66
	MATERIALS AND SERVICES	31,000	14,016.88	14,016.88	16,983.12	45
	TOTAL PERSONAL SERVICES	6,000	4,616.78	4,616.78	1,383.22	77
	TOTAL MATERIAL & SERV	31,000	14,016.88	14,016.88	16,983.12	45
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		37,000	18,633.66	18,633.66	18,366.34	50
T O T A L FUND 240 R E V E N U E		215,700	217,348.60	217,348.60	1,648.60	101
	FUND PERSONAL SERVICES	48,500	37,843.79	37,843.79	10,656.21	78
	FUND MATERIAL & SERV	125,600	91,128.85	91,128.85	34,471.15	73
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	41,600	31,600.00	31,600.00	10,000.00	76
T O T A L FUND 240 E X P E N D I T U R E		215,700	160,572.64	160,572.64	55,127.36	74
	FUND PRIOR BALANCE					
	NET FUND BALANCE	56,775.96				
	GRAND TOTAL REVENUE	435,800	477,448.60	477,448.60	41,648.60	110
	TOTAL PERSONAL SERVICES	53,650	37,843.79	37,843.79	15,806.21	71
	TOTAL MATERIAL & SERV	125,600	91,128.85	91,128.85	34,471.15	73
	TOTAL CAPITAL OUTLAY	319,850	120,015.29	120,015.29	199,834.71	38
	TOTAL ALL OTHER	41,600	31,600.00	31,600.00	10,000.00	76
	GRAND TOTAL EXPENDITURE	540,700	280,587.93	280,587.93	260,112.07	52
	PRIOR BALANCE					
	NET FUND BALANCE	196,860.67				

4/24/19
10:19 AM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT
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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 0
3-30-4335	RENTS AND FEES	22,000	20,341.10	20,341.10	1,658.90	92
3-30-4460	CITY HALL RENTAL INCOME	17,800	17,800.00	17,800.00		100
3-30-4480	GIFTS AND DONATIONS REVENUE	39,800	38,141.10	38,141.10	1,658.90	0 96
3-60-4860	GENERAL FUND SUPPORT	93,000	93,000.00	93,000.00		100
3-60-4864	VISITOR AMENITIES SUPPORT OPERATING TRANSFERS	30,000 123,000	30,000.00 123,000.00	30,000.00 123,000.00		100 100
T O T A L DEPT 124 R E V E N U E		162,800	161,141.10	161,141.10	1,658.90	99
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	40,000 40,000	25,083.01 25,083.01	25,083.01 25,083.01	14,916.99 14,916.99	63 63
5-20-5222	INSURANCE	5,500	4,830.00	4,830.00	670.00	88
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	656.98	656.98	406.98	263
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	268.51	268.51	1,231.49	18
5-20-5252	OFFICE UTILITIES	5,000	4,705.84	4,705.84	294.16	94
5-20-5260	PROFESSIONAL SERVICES	38,000	27,125.00	27,125.00	10,875.00	71
5-20-5317	TOOLS & SMALL EQUIPMENT	550			550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	9,007.76	9,007.76	10,992.24	45
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	14,764.59	14,764.59	264.59	102
5-20-5490	MATERIALS/SERVICES OTHER MATERIALS AND SERVICES	500 85,800	150.00 61,508.68	150.00 61,508.68	350.00 24,291.32	30 72
5-40-7922	CAP OUT: CITY AMENITIES CAPITAL OUTLAY					0 0
5-50-5800	CONTINGENCIES OTHER USES	10,000 10,000			10,000.00 10,000.00	0 0
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	27,000 27,000	27,000.00 27,000.00	27,000.00 27,000.00		100 100
	TOTAL PERSONAL SERVICES	40,000	25,083.01	25,083.01	14,916.99	63
	TOTAL MATERIAL & SERV	85,800	61,508.68	61,508.68	24,291.32	72
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000	27,000.00	27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	113,591.69	113,591.69	49,208.31	70

7/01/18 THRU 4/23/19

FUND-240 CITY AMENITIES
DEPT-125 PARKS

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
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REVENUES

3-30-4335	RENTS OR FEES	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125	9,125.00	9,125.00		100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375	27,375.00	27,375.00		100
	OPERATING TRANSFERS	36,500	36,500.00	36,500.00		100
		37,000	36,500.00	36,500.00	500.00	99

EXPENSES

5-10-5160	ALLOCATED LABOR	6,000	2,715.84	2,715.84	3,284.16	45
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	5,795.26	5,795.26	14,204.74	29
5-20-5330	BUILDING OR LAND MAINTEN	1,000	842.00	842.00	158.00	84
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	4,797.39	4,797.39	5,202.61	48
	MATERIALS AND SERVICES	31,000	11,434.65	11,434.65	19,565.35	37
		6,000	2,715.84	2,715.84	3,284.16	45

	TOTAL PERSONAL SERVICES	6,000	2,715.84	2,715.84	3,284.16	45
	TOTAL MATERIAL & SERV	31,000	11,434.65	11,434.65	19,565.35	37
	TOTAL CAPITAL OUTLAY					
	TOTAL ALL OTHER					
	TOTAL DEPT 125 EXPENDITURE	37,000	14,150.49	14,150.49	22,849.51	38
	FUND PERSONAL SERVICES	199,800	197,641.10	197,641.10	2,158.90	99
	FUND MATERIAL & SERV	116,800	72,943.33	72,943.33	43,856.67	62
	FUND CAPITAL OUTLAY	37,000	27,000.00	27,000.00	10,000.00	73
	FUND ALL OTHER	199,800	127,742.18	127,742.18	72,057.82	64
	TOTAL FUND 240 EXPENDITURE					
	FUND PRIOR BALANCE					
	NET FUND BALANCE	69,898.92				

	TOTAL PERSONAL SERVICES	6,000	2,715.84	2,715.84	3,284.16	45
	TOTAL MATERIAL & SERV	31,000	11,434.65	11,434.65	19,565.35	37
	TOTAL CAPITAL OUTLAY					
	TOTAL ALL OTHER					
	TOTAL DEPT 125 EXPENDITURE	37,000	14,150.49	14,150.49	22,849.51	38
	FUND PERSONAL SERVICES	199,800	197,641.10	197,641.10	2,158.90	99
	FUND MATERIAL & SERV	116,800	72,943.33	72,943.33	43,856.67	62
	FUND CAPITAL OUTLAY	37,000	27,000.00	27,000.00	10,000.00	73
	FUND ALL OTHER	199,800	127,742.18	127,742.18	72,057.82	64
	TOTAL FUND 240 EXPENDITURE					
	FUND PRIOR BALANCE					
	NET FUND BALANCE	69,898.92				
	GRAND TOTAL REVENUE	199,800	197,641.10	197,641.10	2,158.90	99
	TOTAL PERSONAL SERVICES	46,000	27,798.85	27,798.85	18,201.15	60
	TOTAL MATERIAL & SERV	116,800	72,943.33	72,943.33	43,856.67	62
	TOTAL CAPITAL OUTLAY	37,000	27,000.00	27,000.00	10,000.00	73
	TOTAL ALL OTHER	199,800	127,742.18	127,742.18	72,057.82	64
	GRAND TOTAL EXPENDITURE	37,000	27,000.00	27,000.00	10,000.00	73
	PRIOR BALANCE					
	NET FUND BALANCE	69,898.92				

REPORT TO PARKS AND COMMONS COMMISSION

DATE: May 10, 2019
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

As Secretary to the Board of Directors of the Little Log Church and Museum (hereafter called LLC&M), I would like to keep you apprised of the LLC&M's activities, events, income, and other pertinent information to help you better understand who we are and what we do. I am including minutes from the last three board meetings, some background information, and some statistics to give you a little perspective of where we stand with regard to volunteer hours, income, and our relationship with our residents and many visitors who come to Yachats.

In the past we have maintained a relatively independent existence within the city. We do, however, wish to enjoy a harmonious and cordial relationship with Parks and Commons. In the future we will provide you with up to date reports on a regular basis.

Background information: After the completion of the renovation of the LLC&M in 1993, the following Mission Statement was filed with the city and designated as Resolution No. 304:

- I. To be a historical monument preserving the record of early Yachats Christian and indigenous communities.
- II. To present for public enjoyment examples of local art and literature.
- III. To provide a place on the Oregon Coast for weddings and other special events.

We would also add: To be a repository for records that document significant events in Yachats history and progress. (For example: records and correspondence pertaining to the development of the 804 Trail and the Amanda Trail)

Statistics: Volunteers: This year we have 14 volunteers. Some work alternate days as docents – e.g. every other Sunday or Tuesday; some are substitutes who work as needed; some work the same day each week. Some board members work as docents; some provide independent time and services using specialized skills.

For the fiscal year 2017-2018 the total volunteer hours were **968**. Year-to-date hours for volunteers from July 1, 2018 to May 5, 2019 have been **679**. This does not yet include the hours accumulated by board members for services. The total hours for each volunteer for the current fiscal year will be provided at the end of June 2019.

Statistics: Income: We record income from weddings and events, sales, and donations and submit to the city periodically. A report of totals for the last two complete fiscal years and for the YTD current year is included in this packet. In summary, the LLC&M has deposited **\$2,261** for fiscal year 2016-2017 (we were closed part of that year for roof repairs); **\$3,164.25** for fiscal year 2017-2018; and YTD for fiscal year through April 29, 2019 has been **\$2,125**.

Statistics: Visitors: YTD this fiscal year (July 1, 2018 through May 5, 2019) our volunteers have enjoyed greeting **1716** visitors from 32 states and 9 countries and provinces. Summer will always bring more, of course. We try to ask our visitors to sign our guest book and comment if they wish. Some slip by, but we think this gives us an idea of who stops by to see us. Recently a woman told me she came by last year alone and wanted to bring her husband by to see it this year.

Events: In addition to the LLC&M being a popular venue for small weddings and memorial services, there are many other events that take place there. Since 1996 we have had group marriage and commitment ceremonies each February 14. Our Valentine's Day renewals have become quite well known. Over the years hundreds of couples have visited Yachats to renew their commitments and hear an inspirational (sometimes quite entertaining) message. Some couples schedule their vacations around this event. We've been written up in northwest newspapers, and Oregon Coast Magazine, among others.

Other events have included our annual Blessing of the Animals each October in the Saint Francis Garden. We have always been able to have it outdoors, as the October weather has accommodated us for 14 years.

Press releases have gone to the major newspapers in Oregon, written by the LLC&M events coordinator as well as distributed by the Yachats Area Chamber of Commerce in print and social media. In 2017 and 2018 we had several concerts – flute and piano, alternative cello, Celtic music, sacred chanting and more.

We have also been included in a recently published book entitled *The Oregon Coast Guide to the Unexpected* – a two page spread with text and photos.

Our philosophies and more: Our volunteers all agree we are ambassadors of Yachats – an enthusiastic visitor center, if you will. Literally hundreds and hundreds of people glean valuable information about the Yachats area – where to go for sights, nature, walks, eats and more. They may be first time visitors or have come here for years. Many get their information from our volunteers. Many return for other Yachats experiences. The information we share link with lodgings, restaurants, parks, shops and more. In short, we are all tied together. Yes, we are more than just a museum; we are part of the place called Yachats.

Thank you for the opportunity to share this information with you.

Sincerely,



Mary Crook

For the Little Log Church and Museum

LITTLE LOG CHURCH AND MUSEUM MINUTES OF MONTHLY BOARD MEETING

March 14, 2019

Board members present: Mary Crook, Vicki Martin, Karl Christianson, John Thornton, Katie Johnson, Leon Sterner. **Also present:** Heather Hoen, facilities manager; Shannon Beaucaire, city manager; Rick McClung, city maintenance manager; John Purcell, chair, Parks and Commons Commission; Carl Miller, retired LLC&M director; Mark Shepherd; Quinton Smith, reporter and editor Yachats News.Com; Duane Martin; David Johnson.

Primary purpose of this meeting was to hear report by Heather Hoen concerning the physical condition of the Little Log Church and Museum and consider options about its future.

Board members had already received copies of engineer' certified inspection report and report from Red Hat Construction.

Heather explained that due to extensive dry rot, other damage from years of exposure, and issues due to foundational problems, it is necessary to make an immediate decision about the LLC&M future. Options are: (1) Leave alone (2) Execute a complete renovation (3) Replace the current building with a replica.

Heather explained current codes require building comply to ADA standards as well as that seismic issues be taken into consideration. Also, a renovation could take years, while a replica could take about one year. Board stressed we must also take measures to maintain the acoustical quality now present in the current building.

Board agreed to participate in developing an on-going maintenance plan for the building, as opposed to a "triage" approach.

After thorough discussion by the board, Leon Sterner moved that the board accept the option to remove the existing Little Log Church building and replace it with a building that not only replicates the structure of the original building but also maintains the spirit and design of the present Little Log Church. Board unanimously approved the motion. Decision would be reported to the Parks and Commons Commission at their next meeting. As many board members as possible should be present in support of this move.

Additional questions to consider: storage issues for artifacts, furniture, etc. during reconstruction; should the museum remain open during this time; program to educate community on our progress;

Other Business: Board unanimously agreed to appoint Mark Shepherd as a Board Member.

Minutes submitted by Mary Crook

**LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING**

April 11, 2019

Board members present: Mary Crook, Vicki Martin, Karl Christianson, John Thornton, Leon Sterner, Mark Shepherd. **Absent:** Katie Johnson.

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: Board reviewed report. Treasurer reported city is acquiring a new bookkeeping program called "Springbrook", to be launched July 1st.

Curator's Report: None this month.

Weddings and Events: One vow renewal last month.

Volunteer Report: We are covering shifts.

Landscaping: Jack and Mary Eriksen are moving to Arizona. Karl to consult with Mary E. about finding a replacement.

Other Business: (1) Karl and Carl met with Parks and Commons Chair John Purcell recently. Karl produced a document from 1997 in which the goals and by-laws of the LLC&M and its Board were adopted. Karl said that the LLC&M had been under the oversight of city council, but in 2017 that was changed to Parks and Commons. In the meeting it was discussed that the mission of the LLC&M was not to be fundraisers, but to be a source for the preservation of local history. Purcell said we (LLC&M Board) could attend P&C meetings if we wished. Also, we could remain a 501(c)4. (2) The Ladies Club has offered to host a dinner for the LLC&M. (3) John Thornton reported the Lions Club offered to make a donation to the LLC&M. (4) Donations to the LLC&M will be passed along to the city. (5) We are not expected to write grants. (6) The City Manager thinks the LLC&M should be subsidized by gov't. (7) Homeless issues: We could consider turning off the outside outlets to deter people from hanging out. Heather should be contacted if there is a problem. (8) Other ideas: Kimmie reported to Mary that people ask about memorial plaques, etc. Judy Kauffman suggested that if we replace the floor, perhaps we could use the wood to make picture frames for historical photos. Leon suggested that we might have a separate book available for people to write suggestions or ideas about the new structure. (9) A dogwood tree has been planted as a memorial to Esther Palmer. Her daughter wants to create a time capsule to be placed on the grounds or in the building to be opened in 100 years. Ceremony to take place Easter Sunday.

Carl Miller and Heather will participate in an outreach program with education the prime focus. They will speak to the Ladies Club, the Lions Club, C.of C. etc. Fundraising will also be a focus.

Karl has filed the 2018 Tax Return Form 990N to IRS. The 2019 Oregon non-profit fee of \$50 has been paid. Karl also filed form CT12 and paid \$20 to the Department of Justice re: charitable activities.

Mary approached architect David Chamberlin to see if he might be interested in being one of the architects considered to do the replica. He said yes, definitely. She e-mailed city manager, who replied his name has been mentioned by several people.

Minutes submitted by Mary Crook

**LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING**

May 9, 2019

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

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: Mark reported that the city is partnering with the Oregon Council of Governments for the handling of financial affairs. Reps will visit Yachats on a regular basis and will handle payroll, bill payments, and processing, the LLC&M's report summaries, etc. They also have an IT consultant who can assist in technical issues. The new bookkeeping program called "Springbrook", to be launched July 1, should help make interpretation of Treasurer's report easier.

Curator's Report: Karl showed board material from a 1998 event honoring Carl Miller when he retired as LLC&M director. Material will go into our archives.

Weddings and Events: One wedding was held in April; a June 9th 40th anniversary renewal has been scheduled; there have been several calls of interest for future dates; the renaissance musicians from Eugene, who call themselves Byrdsong Consort are looking at dates for a concert in June or July. Their last concert here was a big success. Mary gave them some open dates last Sunday; possibility of a Buddhist priest visit for meditation, but no date set yet.

Volunteer Report: We are covering shifts.

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.

Chimes: Chimes ring inside and outside at noon and six p.m. The chimes set to go off inside only at 1:00 p.m. and 2:00 p.m., however, are not ringing, although we can hear the computer kick in at those times. Vicki said she would contact JD about it. Meanwhile Mark S. said he would be happy to take a look at the computer.

Other Business: (1) The small heaters (one in museum and one in sanctuary) still have not been fixed. Mark S. said the heaters are identical to ones he has at his home, and he could take a look at them. Mary will give him a key so he can come in at his convenience. (2) Carl, Karl, and Leon met with local writer Quentin Smith of Yachats News.com. Smith wanted to get their take on the LLC&M's changes and challenges. Karl said he did a good job on the article. (3) Mark said he spoke with Heather about blocking access to our outside power outlets. She suggested covering them with a tamper-proof locking cover. This would help to discourage homeless and/or vagrants from using them to charge their cell phones (or worse, bringing in hotplates, etc.)

Friends Account: \$9796.09. In addition, Mary turned over \$273 to Friends Account today, which was proceeds from sales of historical pictures and color notecards.

Karl has been researching differences between 501(c)3 and 501(c)4. Board agreed to pursue information with a qualified attorney regarding changing to a 501(c)3. Biggest advantage is contributors may avail themselves of tax deductible benefits for any contribution amount. In addition, it would allow us to do fundraising on a larger

Minutes submitted by Mary Crook

scale. Karl said he has a potential contribution of \$20,000 that has been offered, but he wants to check on the advantage of 501(c)3 status first. Carl has contact information on the attorney, and will write down specific questions in preparation for his meeting. It can be an expensive undertaking, (as much as \$3800) but might benefit us in the long run.

Outreach: Carl and Heather have already met with the Lions Club to explain the LLC&M situation and got a very favorable reception. They are scheduled to meet with the Ladies Club on May 15th, and Mary and Heather will meet with the Yachats Chamber of Commerce on May 22nd. Carl said that several people, both permanent and part time residents, have already approached him with offers to help with fundraising.

HOURS WORKED FISCAL YEAR 2017-2018

Christianson	Karl	35
Crook	Mary	129
Dolan	Dan	95
Harges	Nancy	129
Hickam	Janet	3
Hirschman	Donna	118
Johnson	Katie	118
Martin	Vicki	137
Pelovski	Donalee	3
Ramirez	Diane	63
Sterner	Leon	16
Thornton	John	122

TOTAL:
968

YTD VOLUNTEER HOURS 07-01-18 TO 05-05-19

Armstrong	Pat	4
Christianson*	Karl	6
Crook*	Mary	104
Dolan	Dan	72.5
Hickam	Janet	3
Hirschman	Donna	60
Johnson*	Katie	93
Martin*	Vicki	137
Ramirez	Diane	54
Shepherd*	Mark	
Sterner*	Leon	
Thornton*	John	70
Walsleben	Ernie	42
Walsleben	Suzle	33.5

* = Board Member

TOTAL YTD: 679

DATE DEPOSITED TO CITY	WEDDINGS/EVENTS	SALES	DONATIONS	TOTAL
7/25/2016	75	13	187	275
10/23/2016	37	46	182	603
11/28/2016	150	48	40	238
10/16/2017	80	83	169	232
1/27/2017	225	3	118	346
5/30/2017	22	18	134	377
6/29/2017	80	5	105	190
	TOTAL:			
	\$669.00	\$216.00	\$935.00	\$2,261
8/7/2017	0	48	183	231
9/11/2017	170	46	156	372
9/29/2017	150			150
1/29/2018	188.25	29	261	478.25
2/15/2018	440			440
3/19/2018	225	40	43	308
5/15/2018	360	13	156	529
5/29/2018	225	22	56	303
6/25/2018	210	12	81	303
6/29/2018	0	0	50	50
	TOTAL:			
	\$1968.25	\$210	\$986	\$3,164.25
7/22/2018	75	24	200	299
10/23/2018	235	26	129	390
2/5/2019	400	46	165	611
2/15/2019	330			330
3/19/2019		36	94	130
4/29/2019	125	94	146	365
	YTD TOTAL:			
	\$1,165	\$226	\$734	\$2,125

From: Joanne Kittel jnkittel@peak.org
Subject: Proposed revision in the Trails 2019-20 budget
Date: Apr 24, 2019 at 6:13:02 PM

It has come to the attention of the Yachats Trails Team Leaders that part of our 2019-2020 proposed budget was called into question by some Commission and City Council members. With the city budget being tight with so many demands on it, and with the City's attention turning to long term problem solving to assure water for the City in the future, the trail leaders looked at the proposed budget and made revisions in two areas: Conference related activities and food /refreshments.

Until three years ago, an itemized budget was never requested from the City for Trails, and therefore, it is important to note the history behind the trails budget and amounts, especially as it relates to the amount in two of the itemizations. When trails came under the auspices of the City, we were given initially a budget of \$10,000 in 2010-11 that quickly, over the years, increased to \$20,000. No itemization was requested. We never came near to using it. But after the City acquired a city manager, greater accountability was called for, and thereafter, each year the Trail Leaders were required to give a more detailed budget. We only learned a few months ago, that food and refreshments needed to be separated out.

Conferences and trainings: Ten years ago, four of us well intentioned new

trail leaders that were assigned different responsibilities, needed training to assure better trail building and maintenance skills, to enhance safety measures, to develop skills in partner collaboration, fundraising and promoting, and to maintain a thriving volunteer group. Three to four leaders attended the CA. and/or Washington trails conferences the first years because there were no trail conferences in Oregon. Oregon trails conferences only began in 2017. There were no trail trainings. That only began last year outside of Portland.

Food and refreshments: We are asked numerous times though out the year why we have such a robust and passionate trails group. Our Yachats Trails /YIPS Crews have a regional and statewide reputation. There are several reasons, all of which attending those conferences / trainings have helped. But what the workshops and experience have taught us are that trails work is greatly enhanced and enforced by celebrating our work with socializing around refreshments and food. We have had these activities this since 2010. With the generosity of Linda Hetzler at the Drift with us only paying a set up and clean up fee, it has become a great way to bring us together as a cohesive team after crew work sessions. Having potlucks after National Trail Days, providing water and energy bars at Peace Hike and certain work

sessions, our annual trails picnic, and holiday party have been a great success to recruiting and maintaining a cohesive group of volunteers.

This is what we would like to revise: Instead of a total of \$4,650 for conference, training registration accommodations and travel, we revise to **\$3,000 total**. We do not want to break this down since we do not know what are the best conferences and trainings to attend during the upcoming fiscal year.

Under food and nonalcoholic refreshments, we are offering to cut from \$1500 to **\$1000**. As stated above, until this budget proposal, we were never required to have nonalcoholic refreshments and food as a separate budget item. It may have been over inflated since we wanted to see what we actually spend in one fiscal year.

The problem with cutting the budget anywhere else are unforeseen contingencies. Any of our trails can have unforeseen weather and other related problems that require materials, rental equipment, and additional cost for labor that the volunteers are not able to do. The closure of the Amanda Trail in 2015-2016 and repairs and the broken pipe disaster that wiped out the lower part of Prospect in 2013, and needed improvements to Prospect

and Ya'Xaik have all had these unforeseen costs.

We are proposing to reduce our proposed Budget by \$2150 for fiscal 2019-20. Thus, our proposed total revised request for the 2019-2020 trails budget is reduced from \$16,500 to **\$14,350**.

We know the City values the nearly 2000 volunteer hours annually our crew spends on trails and invasive weed removal and replanting, planning, signage, and collaborating with View the Future on grant writing. Equally, we understand that every little bit of funds not spent helps the City save. We too want to support the City's efforts to develop it reserve fund, in part, with the city's future water needs.

We are glad the questions that came to our attention were asked. If you have any other questions for us, please do not hesitate to ask.

Joanne Kittel, Trails Leader

TRAILS COMMITTEE – Parks and Commons report – May 17, 2019

YIPS! (-3-16-2019) – Twenty four dedicated volunteers participated and each one worked for 2 hours. The main focus was once more on removing ivy from the Commons wetland park. We are making steady progress there, though much ivy remains. A slightly smaller contingent worked at Whale Tail Park, pulling weeds and doing some pruning.

Trails (5/4/2019) – Another great turnout of 20 dedicated volunteers allowed us to work at multiple locations, maximizing the improvement to Yachats' trails and Commons areas. Tasks included work on pathways in the Commons, removal of invasives in the Commons area, repairs to the Gerdemann Public Trail, weeding along the Prospect Garden trail, and trimming at several trail locations including the King St. - Horizon Hill connection, Amanda and Aqua Vista Loop /bluff connection trail.

Wetlands – Near the end of the work session on 5/4, a gentleman engaged some of the volunteers, asking if any were on the Parks and Commons Commission. He wants to have goldfish and perch swimming in the wetland. Apparently he has put some of these piscine critters in the ponds, but doesn't see any sign of them. He thinks that their presence would create a more natural ecosystem. One of our more outspoken workers pointed out that goldfish were actually an invasive species, not natural at all! The gentleman continued on to say that he would like a deep hole to be dug in the pond somewhere, so that the fish would have deeper water to hide in and a thus stand a better chance of avoiding predators.

Budget adjustment – After some recent inquiries about certain items in our recently-submitted budget for next year, Trails leaders proposed that we trim the amount requested for conferences from \$4650 to \$3000 and for food and non-alcoholic refreshments from \$1500 to \$1000 reducing our proposed budget for 2019-20 to \$14,350.

We know the City values the approximately 2000 volunteer hours annually our crew spends on trails, invasive weed removal, replanting, planning, signage, and collaboration with View the Future on grant writing. Equally, we understand that every little bit of budget not spent helps the City save. We want to support the City's efforts to develop its reserve fund, in part, with the City's future water needs in mind

Suspension Bridge Project – The Amanda Trail will be closed from the Kittel driveway S on May 14, 15, and 16th as Job Corps, with the assistance of OPRD, SNF and trail volunteers, takes down trees near the Amanda Gathering Area in preparation for the suspension bridge building. Although the Siletz Tribal Charitable Contribution Fund did not award VtF a grant, VtF was invited to reapply and may do so. VtF will be applying for a Travel Oregon Grant. As of the date of writing this report, there is still no word from FEMA as to its approving the increase of funds. OPRD staff has been in communication with FEMA and estimate a decision in a month

National Trails Day (NTD) -- Planning and publicity are underway for NTD events on June 1 at Cape Perpetua and June 15 at the Amanda gathering area.