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

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

B. Trails Committee

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

C. Year to Date Revenues and Expenses

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

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

IV. Business

A. Selection of Vice-Chair

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

B. Commission Rules

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

Purcell suggested that the sentence to "maximize income through promotion or co-promotion of appropriate events" be struck. The Commission agreed.

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

C. Parks & Commons Narrative

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

D. Farmers Market Proposals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioners provided their rankings and some explanation for their choices:

Berdie: C, B, A
Hempen: C, A, B
Shrock: B, C, A

Johnson: C, B, A
Purcell: C, B, A

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

E. Commons Building Rental Structure

Hoen indicated that the new facilities software does not work well with the way the City currently sets deposits. Berdie asked if there could be unintended consequences of attaching the deposits for all individual rooms rather than as a single deposit for the entire Commons.

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

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

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

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

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

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

II. Public Comment

VI. Other Business

A. From the Commission

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

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

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

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

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

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

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

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

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

B. From the floor

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

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

Purcell thanked the Commissioners for their work this month.

Purcell adjourned the meeting at 4:49. pm.

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John Purcell, Chair Date

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