CITY OF YACHATS

PARKS AND COMMONS COMMISSION

August 15, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the August 15, 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, Scott Gordon, Dawn Keller, and Craig Berdie. Absent: Dean Shrock. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, Little Log Church Representatives and Councilor James Kerti. Audience: 8.

II. Welcome Dawn Keller

Purcell welcomed new Commissioner Dawn Keller. Purcell also recognized Council James Kerti as the Council Liaison.

III. Minutes – July 18, 2019

Commissioner Johnson clarified there was only one two-year transportation. Purcell noted the 2000 volunteer hours for Trails equates $50,000 in labor and the 1000 volunteer hours for the Little Log Church was equivalent to $25,000.

Commissioner Gordon moved to approve the July 18, 2019 minutes as amended: Aye – 6; No – 0.

IV. Reports

A. Facilities Manager

Johnson suggested getting an annual maintenance contract for the heat pumps. Facilities Manager Hoen explained the City does have an annual maintenance contract where the contractor changes the filters. However, Hoen needed to clean the filters quarterly and to rinse the salt off the units twice each year.

Councilor Berdie asked that these maintenance activities be documented.

Purcell noted the new Commons Revenue report. Hoen explained that some of these activities transferred over from the old system and are not included in these numbers. Hoen noted these numbers are from May 1, 2019 to the present. Hoen clarified that "Bookings" is the number of times reserved.

Purcell asked Hoen if they could differentiate between local and visitor rentals. Hoen indicated she can get that information but the distinction of who made the reservation might not indicate where the people who attend the events are from.

Berdie asked if Hoen could provide both monthly and year to date data.

Commissioner Hempen asked about webinar Hoen took. Hoen explained this seminar was on project management and covered a wide range of topics, including maintenance. She provided an example of Washington DC spending $4 billion on schools but having no plan for maintenance. She also noted the CARP (Capital Asset Repair Plan) worksheet that was used for this system. Berdie noted this worksheet would also be very helpful for the Finance Committee and for budgeting.

Hoen noted she recently learned heat pumps only last seven years so there needs to be planning for their replacement.

Purcell clarified that there had yet to be any action on removing the backstop.

Hoen reported the handwashing station had been placed inside the porta-potty for those with disabilities, and she moved it outside. She indicated the City might change to a different vendor for the porta-potties.

Purcell reported there was a vendor who wants additional electrical capacity to set up with the Farmers Market. Both the Market Manager and Blythe Collins were favorable to this suggestion. Purcell suggested a rate $15 per day. Hempen noted the trailer and setup takes up two spaces.

Hoen noted the rental fee would be paid to the City instead of the Farmer's Market. The Commission discussed options for how to rent that area and what fee to charge. Helen Anderson noted that other renters have asked to use/rent that space, such as Yachats Pride. Berdie suggested this situation was essentially a rental for a food truck and the City might want to find a way to allow for food trucks. Gordon noted the Commission was setting a precedent for rental of that area and suggested the Commission tie this situation to the Farmers Market. Commissioner Keller suggested they could stipulate the setup could only take place in conjunction with the Farmers Market. Hoen indicated she could set the same hours for the Farmers Market setup from 7:00 am to 4:00 pm.

Gordon moved to allow Josh Feist to rent the paved area to the west of the Commons building with use of the electrical outlets for $20 per day with setup from 7:00 am to 4:00 pm and for business operation from 9:00 am to 2:00 pm for the duration of the Farmers Market 2019 season: Aye – 6; No – 0.

B. Trails Committee

Purcell raised an issue of parking in the area of the old Landmark and Highway 101. Johnson reported she sent a photo about the situation to the City and was told it was legal parking. Anderson noted some of that area was private parking for the Landmark property. Langley noted the current parking is not on private property. Berdie stated that the safety issue around this parking is a matter of negligence on the part of the City. Purcell indicated he would raise the

issue at the Chairs roundtable on August 16, 2019.

Purcell asked about the Weed of the Month program. Kittel stated this was an old program that was very popular. The program is being advertised through posters, in the Newsletter, and on the Trails website. Anderson indicated it could be put on the Parks and Commons website page. Johnson asked that the poster be put up in the Post Office. Kittel reported they are posted there but they keep being taken. Berdie asked if the group could suggest alternative plants for the weeds removed.

C. Little Log Church

Carl Miller reported the first fundraiser dance with the Big Band had a small audience and there is another Big Band benefit on August 24, 2019.

Miller reported that Mary Crook spoke to Judy Flegel, who has a book on the Little Log Church, who will give a presentation at the Little Log Church and donate a portion of her book sales to the Little Log Church.

Miller reported the a 501(c)3 could be established for the Friends of the Little Log Church and Museum in addition to the 501(c)4 in the name of the Friends of the Little Log Church.

Karl Christianson reported the Friends Board was planning a fundraiser dinner with the help of Jo Crooks.

Johnson suggested the event and visitor numbers be kept separate so that the Commission gets a report of how many people visited the Museum and how many people attended events.

Purcell read information from Mary Crook on the history of the Little Log Church and Museum indicating the church was to be kept as a museum and not a religious entity. Christianson indicated they are very conscious to keep religion out of their programs.

Hoen presented blueprints of the proposed work on the Little Log Church and Museum. Commissioners went through the steps and plans for construction. She noted the architect suggested the following alterations:

- An enclosed bell tower to protect the bell.
- Extended eave line of the roof so that people are not standing in the rain to open the door.
- A parapet over the other entrance.

Hoen noted the architect had a question of whether the Commission wanted the front entrance to be a ramp so it could be ADA compliant. She explained with the Board's approval, she can get the feedback to the architect and start drafting the intention to bid. Berdie asked if there could be a check for realistic cost estimates. Hoen explained the engineer provided a first estimate of cost.

D. Commissioners

Johnson asked that the schedule for the bus for the Florence-Yachats Connector be put up at the bus stop at the Little Log Church. Hempen reported Lincoln County Transit has a bench that just

needs to be pick up. Hempen and Gordon will figure out how to get the bench to Yachats.

Purcell indicated they would look into getting the signs at the next meeting.

V. Finance – no report this month

VI. Business

A. Trails Committee Recommendations

Purcell thanked the Trails Committee for their extensive work on the 804 Trail plans. Purcell explained the map and the four sections. He indicated he worked with Bob Langley to develop the materials. Berdie appreciated the excellent work.

Berdie suggested the 12" x 12" Type 3 sign seemed small. Langley provided more explanation of the signs. Berdie explained that he has seen people try to get down to the ocean in area P on Detail Map #3 and wanted to see a sign there indicating where people should go to access the ocean. Purcell indicated he would amend the documents to reflect the additional signage for P to discourage ocean access at that point.

Berdie and Langley discussed where the trail map signs would go.

Langley noted the beach Ranger can get signage to ask people to not carve into the bluff.

VI. Other Business

A. From the Commission - none

B. From the floor

Adam Altson (586 Ocean View Drive) reviewed the history of the use of the ballfield. He reported the group that played baseball on the weekend have moved to playing in Waldport. He reported that the group wanted to come back to Yachats and asked that at least the infield be regraded to be usable. He indicated the group is willing to put in volunteer labor. He also suggested some temporary fencing for use during play in the outfield area to keep balls from getting into the wetlands. They have between 6-12 players each week, and would likely have more if the group returned to Yachats.

Berdie suggested having the fenced area for the children closer to the Pavilion. Adam noted this would make leftfield in the wetlands. Hemp suggested having home plate near the sewer plant which would make leftfield at the skate park.

Gordon noted that several years ago the Commission looked into re-grading the field and the cost was projected to be extremely high in the $50,000 to $100,000. Hoen suggested a less costly approach might be to gravel on top and cover with sod.

Purcell suggested the Commission review this project in the future to turn this asset into a more useable area for the City.

Langley reported State Parks installed a counter on the Amanda Trail near Kittel's driveway and data showed 1,019 people passed the counter from July 9 to August 8, 2019. The Commission believed this information would be useful to the Finance Committee.

Purcell adjourned the meeting at 4:31 pm.

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John Purcell, Chair Date

Minutes prepared by H.H. Anderson on September 2, 2019