



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

September 19, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the September 19, 2019 meeting of the Parks and Commons Commission at 3:02 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, John Purcell, Dawn Keller, Dean Shrock(after 1st vote), Michael Hempen (after trails), and Craig Berdie. Absent: Scott Gordon. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, Little Log Church Representatives Carl Miller and Mary Crook. Audience: 2.

II. Approve Minutes – August 15, 2019

Purcell reported the backstop has been removed and that Commissioners Hempen and Gordon picked up the bus stop bench and placed it by the Little Log Church.

Commissioner Berdie moved to approve the August 15, 2019 minutes as amended: Aye – 4; No – 0.

III. Reports

A. Facilities Manager

Facilities Manager Hoen noted there was much more work she did that was not reflected in the report.

a. Report on Cleaning Deposit option

Purcell handed out the deposit structure sheet. Hoen reported the wedding party called at 8:30 at night to say they were forfeiting their deposit because they did not want to clean up. She provided the details of what was left behind. She and Clerk Jackson discussed the issue and concluded that a \$500 deposit is required for events that use the entire Commons. They suggest charging \$500 for the larger single event. Hoen indicated they could provide language to indicate this is a cleaning and room deposit.

Hoen noted the Friends used to do the cleaning of the linens. She suggested they charge to rent the linens. Hoen estimated a \$50 fee would cover the cost. The Commission discussed whether the City should offer linens.

Hoen suggested the extra deposit be linked to the type of event or number of people rather than a location. Hoen noted that hotels will keep a card on file for excessive damages. Commissioner

1 Keller noted situations where users were planning to clean up but were tired after the event. She
2 suggested billing by the hour for cleanup services. Commissioner Shrock stated they should
3 charge enough to cover the expenses.

4
5 Anderson suggested that they should be careful about charging too much to price out groups on
6 slim budgets.

7
8 Purcell suggested they proceed with establishing a \$500 deposit for weddings. Shrock asked that
9 they also keep a credit card on file.

10
11 Keller moved to set a cleaning deposit of \$500 for weddings and to secure a credit card for
12 potential damage costs effective immediately on an interim basis: Aye – 5; No – 0.

13
14 Purcell noted the section on the generator and emergency lighting in Hoen's report. Hoen
15 reported the sump pump was now attached to the generator and was working well.

16
17 Berdie thanked Hoen for the cleanliness of the restrooms.

18 19 **B. Trails Committee**

20 Kittel noted there trails volunteers were being trained on first aid and emergency training CHICK
21 this. She noted Tony Hamilton does an excellent job on a volunteer basis. She reported the total
22 cost would be \$322.

23
24 Kittel reported Jeff Wagner, project manager, reported they have been negotiating with FEMA
25 who has indicated that they will provide funding only if the construction starts after the Marbled
26 Murelet nesting season (April to August). She reported construction on the Amanda Bridge
27 would not begin until September 2020. Berdie asked if there could be preparation work with the
28 existing funding before the main construction. Kittel noted they have had to move the south end
29 of the bridge location to keep it off of Federal Forest Service property. Kittel indicated she was
30 in the process of getting many of the grants extended to account for this delay.

31
32 The Commission expressed appreciation to Kittel for her work on this project.

33
34 4:40 stepped out

35
36 Berdie had questions about the plans for the boardwalk, including the presence of a light pole.
37 Purcell clarified that the City was in charge of heading up the boardwalk project. Kittel
38 explained some of the options for funding this project, including the 804 mitigation funds.
39 Purcell noted the Commission will be discussing CIPs where there is an allocation for the 804
40 Trail.

41
42 Purcell asked Kittel to give a copy of the Trails receipts to him.

43 44 **C. Little Log Church**

45 Carl Miller thanked those who came to the dance and noted they are selling mugs at the Little
46 Log Church.

47 a. Non-Profit Status Update

1 Miller reported they are having an organizational meeting next week to set up the Board for the
2 non-profit. He noted One of Us donated \$2,500 to the group. He added the papers have been
3 filed with the IRS.
4

5 **D. Commissioners**

6 Purcell reported Anderson had sent information on term renewals.
7

8 Purcell stated he was stepping down as the Parks and Commons representative on the Finance
9 Committee at the end of the year so that another Commissioner could serve and learn about the
10 City's finances.
11

12 Purcell reported Maxine Sheets Johnston has contacted him about hosting a Commons
13 celebration day to be a fundraiser for the Commons. He noted the Commission had waived the
14 fees for Big Band to have a fundraising event for the Little Log Church. He suggested the
15 Commission consider adopting a policy about allowing waivers for events that raise funds for
16 City properties. Hoen favored such a policy. Hoen recalled this group had wanted to have
17 everyone use the Commons for free.
18

19 Johnson noted the Library was not under Parks and Commons and questioned if fundraising for
20 the library would fit the definition of fee waivers.
21

22 Keller moved to allow groups to apply for a waiver rental fees for events that fundraise for City
23 properties or capital projects for City properties: Aye – 6; No – 0.
24

25 Langley asked if Trails would be included in this option. The Commission indicated they would
26 be included.
27

28 **IV. Finance – no report in packet.**

29 **A. Commons**

30 **B. Trails**

31 **C. LLCM**

32 **V. Business**

33 **A. Review pending CIP for Public Restroom**

34 Purcell handed out information on Parks and Commons CIPs. He noted the Commission has
35 discussed adding a public restroom and that there was \$45,000 allocation in FY20-21 for public
36 restrooms somewhere near the Commons.
37

38
39 Purcell noted there were restroom facilities at the State Park, Smelt Sands, and the Visitors
40 Center when they are open. The City has a porta-potty at the State Park south of the bridge
41 (Memorial Day to Labor Day), the Marine Drive pump station (Memorial Day to Labor Day),
42 and 2 at the Commons year-round.
43

44 Purcell suggested that the City has adequate restroom options for 750 people. He noted the
45 estimate for a stick-built restroom was between \$150,000 to \$200,000. Hoen noted there was
46 some law about not being able to lock outdoor public restrooms. Johnson recalled previous

1 discussions considered adding a shower. She noted Florence has many good services for the
2 homeless and suggested the City was too small to duplicate those services.

3
4 Berdie suggested the south beach was the most used are in the City and would be a good place
5 for a stick-built restroom. Purcell clarified the City would have to buy land. Purcell suggested
6 they recommend having the south porta-potty be year-round. Hoen noted the residents in the
7 area of the porta-potties do not want them year-round. She noted the one at Marine Drive blew
8 over in the recent winds. Kittel added that the State Park area on the south side was extremely
9 rich in archeological artifacts.

10
11 **Shrock moved to remove the public restroom CIP in the FY20-21: Aye – 5; No – 1 (Berdie).**

12
13 Purcell asked Berdie to talk to State Parks to see if there was location for a porta-potty during the
14 winter.

15
16 **VI. Other Business**

17 **A. From the Commission – none**

18 Berdie noted there was a spur trail from 7th Street to the beach where people have been sleeping.

19
20 Keller reported she will renew her term on the Parks and Commons Commission.

21
22 Shrock clarified that the hot dog vendor was no longer setting up in conjunction with the
23 Farmer's Market. Shrock asked that the Commission consult with George Mazeika and Blythe
24 Collins before allowing use of the are in conjunction with the Farmer's Market. Berdie
25 suggested food vendors would be an asset to the Community.

26
27 Keller asked about the contract for people who participate in the Farmer's Market that stipulated
28 people could not visit with people from the City. Hoen clarified that the statement is about
29 registering complaints. She stated people are to first complaints with the Market operators and
30 Board. Purcell stated the Commission was only responsible for setting the rates for the market.

31
32 Keller asked that the minutes reflect a comment that "Jerivil was a mess." John explained she
33 and John Moore met with other vendors who indicated they did not want Woods at the market.
34 Berdie expressed concern about the process for addressing grievances with the market. Purcell
35 cautioned about opening the Commission up to having people complain about inclusion in
36 events. Hempen added that the Council does not generally interfere with operations within a
37 company once a vendor had been selected.

38
39 **B. From the floor - none**

40
41 Purcell adjourned the meeting at 4:43 pm.

42
43
44
45
46 _____
John Purcell, Chair

_____ Date

DRAFT