

1. Agenda

Documents:

[2019-10-17 Parks And Commons Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-09-24 Trils Minutes .Pdf](#)

[2019-10 Facilities Manager Report.pdf](#)

[2019-10 Trails Report.pdf](#)

[2019-09-19 Parks And Commons Minutes.pdf](#)

[Report Oct 2019.Pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS
PARKS & COMMONS COMMISSION
REGULAR MEETING**

**441 Hwy 101 N., Yachats Commons, Room 1
Thursday October 17, 2019 at 3:00pm**

- I. Call meeting to order
- II. Approve Minutes of Regular Meeting on September 19, 2019 at 3:00pm (attached)
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - a. Request for Budget for 2020/2021
 - C. Little Log Church
 - a. Non-Profit status update
 - D. Commissioners
- IV. Finance
 - A. Commons
 - a. Budget planning for next fiscal year
 - B. Trails
 - C. LLCM
- V. New Business
- VI. Other Business
 - A. From Commission
 - B. From the floor: Topic not listed on the agenda: 5-minute limitation per person

**Commission meets the third Thursday of each month.
Next meeting: Thursday, November 21, 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: 1011/19

September 24, 2019

Yachats Trails Public Meeting

Minutes

Attending: Committee members Joanne Kittel, Bob Langley and Loren Dickinson. From Parks & Commons Commission Michael Hempen.

II. Introduction of guests:

Jesse Dolin of The Oregon Coast was introduced at the beginning of the meeting.

Bev Wilson joined the meeting at approximately 10:40 AM.

IV. Approval of minutes from February 11, 2019 meeting

Minutes from February 11, 2019 meeting approved.

V. Old Business

- 1) None

VI. New Business

1) PR development ideas for Trails (with Jesse Dolin). Discussion:

- a) Need to figure out a “wish list” for marketing efforts (Jesse).
- b) Trail cards need to be updated (Joanne).
- c) Yachats Trails visuals production would highlight trails other than just the 804, and to correct current incomplete trail listings and errors (Jesse).
- d) Discussed marketing methods; videos work well, radio coverage not so well since does not reach a broad audience. Videos can be linked to other websites, etc.
- e) Jesse said that Trails could use a link to the recently completed coast video in the Trails website.
- f) Marketing materials could make reference to other stories of local interest to induce hikers to continue on trails to see other areas (Jesse).

2) 804 South update – planning for transfer from County to City. Discussion:

- a) OCVA Strategic Funds for 804 S may still there ... just put off to the “right time” (after archaeological studies, etc.). Available for tri-folds, maps, etc. (Jesse).
- b) Arica Sears administers OCVA Strategic Funds.
- c) Funds could go toward engineering and design. Joanne said she does not know how much of the 804 Mitigation Funds are left. Would need additional grants. Goals would include getting the funds before they are tapped out.

3) 57-meter gap update and role of Yachats Trails Committee. Discussion:

- a) A goal should be to try to get it underway as soon as the archaeological studies have been completed.
- b) Bob relayed that John Purcell believes that it should be Trails’ responsibility for all design, engineering, etc. Loren D. stated that it would be his understanding that it

could not happen that way procedurally; that the City would be the contracting agency, not Trails. Funding would also be an issue w.r.t. Trails funding levels. Joanne offered to talk with John P. about it, or a small group of Committee members could go.

c) Effectively, this puts the issue at "square one" (no action by the City). Jesse agreed that it is a part of the OCT, and must make an effort to completion.

d) Will need to see what, if anything, the County does about this issue prior to turning over to the City.

4) Upcoming maintenance of 804 S. trail surfaces after County to City xfer. Discussion:

a) It was agreed by all that Trails will be responsible for maintenance once the County to City exchange has been completed.

b) Maintenance means, methods and materials are yet to be studied, depending on final configuration of trail area at County to City turnover. No good answers to potential washouts w.r.t. currently installed small-particle gravel surface. Trails will just do what we can. Demarcation of the trail w.r.t. street, and existing parking areas also discussed.

c) Question about funding of this major change to Trails' maintenance commitments, and costs thereof to Trails budget.

5) Boardwalk examples and potential cost. Discussion:

a) The Trails Committee could provide suggestions / input to the City as to design, materials and construction options, but should not be responsible for same (Joanne, Loren and Bob).

b) Bob and Michael volunteered to obtain photos of other coast locations' solutions to this type of problem. Will decide how to use them once obtained.

6) Data gathering from trail counters – what to collect and how to use the information. Discussion:

Information obtained will be useful in many ways. Will take an expended length of time to gather overall information (seasonal, etc.). Will develop uses for the information as we discover them.

7) Fire Dept evacuation trail. Discussion:

a) Trails should not get involved with this access trail (from the new fire station eastward to the Ya'Xaik Trail). Would be necessary to obtain approval and authorization from SNF, which would be the Fire Department's responsibility, which would be a complex, long-term effort.

b) Trails should have no responsibility for access from Hwy 101 through fire station property to the safe zone. Design and maintenance would be by Fire Dept. (Committee understanding).

- 8) Consideration of a fence along trail section between Aqua Vista Loop and the bluff. Discussion:

Recognizing the value to the community in working with the property owners (as a Visitor Amenity enhancement), the Committee members approved the following actions: i) relocation of the existing easement sign at the north easement to the current trail south easement. ii) property owner intends to take out the existing hedge (which has been a Trails maintenance issue). Trails will replace that with a fence (matching the existing fence to the west), to come out of Trails budget funds.

- 9) Role of Yachats Trails in 2020 Amanda Creek suspension bridge project. Discussion:

Joanne provided an update. At this point there is very little to nothing that Trails would do except to do more clearing of what grows between now till next Sept. SNF and State Parks will need to work out safety issues for hikers when construction is occurring.

- 10) Post and fence at Urban Forest Path junction with Ocean View. Discussion:

Decisions will need to await Ocean View Drive turnover to City from County. This issue will be placed on the next meeting's agenda.

- 11) Consideration of proceeding with signage package Phases I, II & III. Role of Diane Disse in the process. Discussion:

a) Bob. explained the three phases, and relayed that there has been no further communication from the City as to proposed signage. There was a formal committee formed to do this; it was headed by Rick McClung. Bob was informed a couple of weeks ago that this committee is now defunct.

b) Bob stated that there has been no formal sub-committee assigned to handle the signage issue. Bob and Wally Orchard have been working on it to date.

c) Need to discuss and decide on Diane's involvement. Joanne recommends full design consultation due to Dianne's experience.

d) It was discussed that in order for any further work to be done by Trails, a "base map" template will be needed. Jesse said that State Parks has a OCT map base already, utilizing Google Earth maps. OCT coordinator is Robin Wilcox. Jesse offered to look to find out if a base map template can be obtained for Trails' use.

- 12) Goals & responsibilities for FY 2019 – 2020; how they interface with fiscal budget.

No discussion. To be put on the Old Business agenda for the next meeting.

13) Discussion of Trails & YIPS session combination / overlap.

It was discussed and agreed by Committee members that this practice is beneficial to obtaining and keeping volunteers, and should be continued. Since only two Committee members were present at the time of this discussion (Loren and Joanne), this issue will be placed on the next meeting's agenda. For the time being, the practice will be continued.

14) Holiday Party date.

No discussion. To be put on the Old Business agenda for the next meeting.

15) Peace Hike preliminary planning.

No discussion. To be put on the Old Business agenda for the next meeting.

END – Meeting Concluded at 11:00 AM

Facilities Manager Report

October 2019

The Farmers Market seems to have gone well the season ends this month.

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

The Banner auction went well as did the homecoming dance on the 5th. The Church of God the Eternal will be using the building from the 10th to the 21st so all the daily activities have been moved to different locations. Because of the Church group the Mushroom Festival will be held at other sites this year except for the pavilion on the 19th.

Helen Anderson and I have been working on the reservation site to make it more user friendly. I am pleased with the configuration that we have come up with for now. There are still a few things that I am still working on but feel more comfortable with what we have.

The heating units in rm 8,7 and one in the multi-purpose room have stopped working. Florence heating will be out on the 25th to work on them.

Hollywood lighting came back with a quote for \$26,000 for just the basic upgrades that I asked for. This still seems very high to me. I have been working with Stephen Farish (part of Polly Plumb) on this project. Stephen has been able to locate a manual for the light board we have, and we are trying to make the best of what the building has currently.

I have requested samples for gym floor tape to mark a pickle ball court.

I have gone through the buildings and cleaned and done the quarterly and annual maintenance preparing for the cooler wetter weather.

I am including a report from the new reservation program that is reflective of the usage of the building. The revenue portion will not be totally accurate as most of the reservations were moved from the other system and had been paid for already.

Respectfully Submitted

Heather Hoen

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

YIPS! (9-21-2019) – Approximately 20 volunteers cleared blackberry and ivy along the 4th Street boundary of the Wetlands Park, cut back escallonia along the Amanda Trail S of Ocean Creek B&B, did some clearing along the Gerdemann Public Trail, and cleared debris from between decking boards on portions of the Wetlands boardwalk.

Trails (10-5-2019) – 22 volunteers worked in multiple locations: weeding and placing new gravel on the eastern part of the path from the Commons asphalt to the boardwalk; clearing and trimming along the Gerdemann public path; continuing to remove detritus accumulated over many years from the decking boards on the wetlands boardwalk, performing extensive trimming to open up the area around one of the benches along the boardwalk; trimming and clearing on the section of trail between Yachats Ocean Road and Joanne's driveway.

First Aid Training – All five trails leaders as well as several trails volunteers participated in an excellent training session provided by Tony Hamilton of the fire department who volunteered his time to conduct two 3-hour classes.

Trails Committee meeting (9/24/2019) – The Trails Committee held a public meeting in Room 3 of the Commons. Jesse Dolin, Destination Developer for the Central **Coast** region of the Oregon Coast Visitors Association and Bev Wilson of the Yachats Visitors Center joined us to brainstorm ways of further publicizing area trails. Minutes available upon request.

804 S Trail –

Sometime over the next month or two, OSU students will be undertaking archaeological surveys along portions of Ocean View Drive. The results will influence what can or cannot be built along the “57 Meters” section adjacent to the Ona Restaurant and the Underground Pub as well as the installation of guardrails along other portions of the road. We would like some clarification as to what the City feels the role of the Trails Committee should be concerning this project.

New directional and OCT signs have been added to the post at the east end of the trail from Aqua Vista Loop to the bluff in an effort to clarify the direction of the trail there.

The owners of the property north of the trail from Aqua Vista Loop to the bluff plan to remove the escallonia growing along the border between the trail and their property. They have asked that the split rail fence along the border between their property and the trail be extended from its eastern end to Aqua Vista Loop. At our recent meeting, the Trails Committee voted to have that fence built using funds from our current budget. The first estimate received was approximately \$3500 for 120' of 2-rail split rail fencing; we are looking for other estimates.

Rainshadow Running Events (10/12 and 10/13) -- Routes on Yachats' Trails are in excellent shape prior to this event. Trail Leaders will join race co-directors on the day before the race to examine condition of the Amanda's Trail and then again on Monday to assess damage to the trail that may have occurred as a result of the race. Per written permit agreement with OPRD, Rainshadow is responsible for carrying out any repairs in a timely manner.



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 their trails volunteers were being trained on first aid and emergency training. She
21 noted Tony Hamilton does an excellent job on a volunteer basis. She reported the total cost
22 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 Berdie had questions about the plans for the boardwalk, including the presence of a light pole.
35 Purcell clarified that the City was in charge of heading up the boardwalk project. Kittel
36 explained some of the options for funding this project, including the 804 mitigation funds.
37 Purcell noted the Commission will be discussing CIPs where there is an allocation for the 804
38 Trail.

39
40 Purcell asked Kittel to give a copy of the Trails receipts to him.

41 42 **C. Little Log Church**

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

45 **a. Non-Profit Status Update**

46 Miller reported they are having an organizational meeting next week to set up the Board for the
47 non-profit. He noted One of Us donated \$2,500 to the group. He added the papers have been
48

1 filed with the IRS.

2
3 **D. Commissioners**

4 Purcell reported Anderson had sent information on term renewals.

5
6 Purcell stated he was stepping down as the Parks and Commons representative on the Finance
7 Committee at the end of the year so that another Commissioner could serve and learn about the
8 City's finances.

9
10 Purcell reported Maxine Sheets Johnston has contacted him about hosting a Commons
11 celebration day to be a fundraiser for the Commons. He noted the Commission had waived the
12 fees for Big Band to have a fundraising event for the Little Log Church. He suggested the
13 Commission consider adopting a policy about allowing waivers for events that raise funds for
14 City properties. Hoen favored such a policy. Hoen recalled this group had wanted to have
15 everyone use the Commons for free.

16
17 Johnson noted the Library was not under Parks and Commons and questioned if fundraising for
18 the library would fit the definition of fee waivers.

19
20 Keller moved to allow groups to apply for a waiver rental fees for events that fundraise for City
21 properties or capital projects for City properties: Aye – 6; No – 0.

22
23 Langley asked if Trails would be included in this option. The Commission indicated they would
24 be included.

25
26 **IV. Finance – no report in packet.**

27 **A. Commons**

28 **B. Trails**

29 **C. LLCM**

30
31 **V. Business**

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

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

36
37 Purcell noted there were restroom facilities at the State Park, Smelt Sands, and the Visitors
38 Center when they are open. The City has a porta-potty at the State Park south of the bridge
39 (Memorial Day to Labor Day), the Marine Drive pump station (Memorial Day to Labor Day),
40 and two at the Commons year-round.

41
42 Purcell suggested that the City has adequate restroom options for 750 people. He noted the
43 estimate for a stick-built restroom was between \$150,000 to \$200,000. Hoen noted there was
44 some law about not being able to lock outdoor public restrooms. Johnson recalled previous
45 discussions considered adding a shower. She noted Florence has many good services for the
46 homeless and suggested the City was too small to duplicate those services.

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

7
8 **Shrock moved to remove the public restroom CIP in the FY20-21: Aye – 5; No – 1 (Berdie).**
9

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

12 13 **VI. Other Business**

14 **A. From the Commission**

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

16
17 Keller reported she will renew her term on the Parks and Commons Commission.

18
19 Shrock clarified that the hot dog vendor was no longer setting up in conjunction with the
20 Farmer's Market. Shrock asked that the Commission consult with George Mazeika and Blythe
21 Collins before allowing use of the area in conjunction with the Farmer's Market. Berdie
22 suggested food vendors would be an asset to the Community.

23
24 Keller asked about the contract for people who participate in the Farmer's Market that stipulated
25 people could not visit with people from the City. Hoen clarified that the statement is about
26 registering complaints. She stated people are to first complaints with the Market operators and
27 Board. Purcell stated the Commission was only responsible for setting the rates for the market.

28
29 Keller asked that the minutes reflect a comment that "Jerivil was a mess." Johnson explained
30 she and John Moore met with other vendors who indicated they did not want Woods at the
31 market.

32
33 Berdie expressed concern about the process for addressing grievances with the market. Purcell
34 cautioned about opening the Commission up to having people complain about inclusion in
35 events. Hempen added that the Council does not generally interfere with operations within a
36 company once a vendor had been selected.

37 38 **B. From the floor - none**

39
40 Purcell adjourned the meeting at 4:43 pm.

41
42
43
44
45 _____
46 John Purcell, Chair

45 _____
46 Date

46
47 Minutes prepared by H.H. Anderson on October 5, 2019

REPORT TO PARKS AND COMMONS COMMISSION

DATE: October 11, 2019
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

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

Statistics: *Volunteers:* All shifts were covered in September.

Statistics: *Income:* Income for September was \$433 -- (\$150 for events; \$32 in sales; \$251 from visitor donations). The Friends of the Little Log Church have a separate account. Currently the amount in the Friends account is \$5,216.09. A check for \$2,245.00 was written to David Atkin, our attorney who specializes in non-profit organizations, on Sept. 16th. Past and future meetings, consultations, and written documents needed by the Friends of the LLC&M are all covered under this fee. You will receive an updated report from the Friends at your next meeting.

Statistics: *Visitors:* There were 236 visitors for the month of September, plus 27 event attendees from 22 states, 2 Canadian provinces, and 5 foreign countries. Fiscal YTD total: 1099.

Events: **(1)** Two weddings were held in September. **(2)** The annual blessing of the animals on October 6th drew 14 dogs, 2 cats (via photos), and 21 humans. Two humans were given special personal blessings. This event has served to be very good public relations for the LLC&M and the city of Yachats for many years. Although we do not want to risk a jinx on a perfect record, the beautiful weather again permitted the blessing to be held in the garden. **(3)** Future events include two talks during the mushroom festival on October 20th: "How to grow shitakes on logs – the wrong way" at 11:00 A.M., and a talk on truffles at 12:15 P.M. And the LLC&M will host five performances during the Celtic Festival on Nov. 8th and 9th. All of these public events give us exposure and publicity for the city of Yachats in the beautiful and sweet venue of the Little Log Church.

Respectfully submitted,

Mary Crook
For the Little Log Church and Museum