



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

October 17, 2019

Approved Minutes

I. Call to Order

Chair John Purcell called to order the October 17, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, John Purcell, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Scott Gordon. Absent: none. Also Present: Councilor James Kerti, Councilor Leslie Vaaler, Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representative Mary Crook. Audience: 1.

II. Approve Minutes – September 19, 2019

Purcell clarified with Commissioner Berdie that he had not yet talked to State Parks about a restroom on their property.

Commissioner Hempen moved to approve the September, 2019 minutes as presented: Aye – 4; No – 0.

III. Reports

A. Facilities Manager

Facilities Manager Hoen indicated she spent three hours in procurement training that morning. She reported the City was required to hire Qualified Rehabilitation Facility (QRF) workers when possible. She explained there was an agreed-to price list for supplies. She learned about the different types of procurements and noted Oregon regulations were sometimes more stringent than Federal regulations. Purcell clarified the training covered purchases other than construction as construction gets complicated.

Hoen provided an example of purchasing janitorial supplies. She explained the City currently makes separate purchases for supplies for each of its buildings and using the procurement recommendation would streamline the process for purchases of all facilities and result in lower costs. She added this approach would also eliminate the need to go for bids on these types of purchases.

Hoen explained that there was a separate procurement process for purchases where there was only a single possible bidder. She learned that projects up to and including \$10,000 follow one set of rules and this category allows for up to 20% of change orders.

1
2 Hoen stated products versus services were treated separately and there could be cost savings if
3 products were purchased separately from the service to install it. Hoen added she learned about
4 the options for surplus supplies.

5
6 Berdie asked about the status of heaters in City buildings. Hoen indicated the heaters in Rooms
7 7 and 8 needed replacing and possibly the Multi-Purpose Room heater will need replacing.
8 Purcell asked what was causing the unit failures. Hoen reported the units have lost freon and
9 have had failed compressors. Purcell noted budgeting was coming up and the Commission could
10 more closely look at a replacement schedule, noting an option to stagger the purchase cycle
11 across years rather than having them all done at once.

12
13 Purcell indicated the Council approved their request to charge a \$500 deposit and to hold a credit
14 card on file for other damages. He added that Drew Roslund from the Overleaf identified an
15 issue with holding a card without getting a signature. He stated he has asked Clerk Jackson to
16 come talk with the Commission at the November 2019 meeting.

17
18 Berdie and Hoen noted the Commission needed to clarify which events would be required to
19 have the \$500 deposit. Heather noted the refund would always be by check. Commissioner
20 Gordon noted it costs the City money to take a deposit by card and an additional amount to mail
21 a check.

22
23 Hempen asked who had the remote controls for heaters. Hoen explained she comes down to an
24 event when a user wants to change the temperature. She also stated there is a remote at City Hall
25 that people come to borrow when the office is open.

26
27 Berdie clarified the 12-day event rental occurs once each year.

28 29 **B. Trails Committee**

30 Berdie asked if the Committee could include a running total of volunteer hours. Langley
31 indicated reports often lag a month or two behind. Purcell asked that trails include whatever
32 numbers they have in the report.

33
34 Purcell clarified that the public meeting was posted on the front bulletin board. Anderson stated
35 that Clerk Jackson was in charge of posting meetings, which are posted in the Commons and at
36 the Post Office and faxed to the Newport News Times.

37
38 Kittel reported there were two sections where the Rainshadow runners impacted the trails. She
39 indicated the Committee had delayed work on those sections until after the event.

40
41 Purcell clarified from the public meeting minutes regarding the 57-meter gap that the costs
42 would not be solely born by the Trails Committee.

43
44 Purcell stated that Councilor Tooke and Manager Beaucaire asked that bindweed be included on
45 the official list of noxious weeds or invasive species. Minutes taker Anderson believed the YMC
46 did not include a list of noxious weeds. Councilor Kerti stated he recalled seeing a list in the
47 code. Berdie added that there is a state noxious weed list. Anderson read the list from Section

1 5.08.110(C)(5). Kittel added that there was a list on the Trails website. Berdie asked that ivy and
2 holly be included on all lists. Purcell asked Berdie to prepare some recommendations for the
3 Commission.

4
5 Purcell clarified with Langley that the receipt for fencing that was for Ocean View Drive by W
6 5th Street for the Woodland Path. He indicated this was to direct walkers to not veer onto private
7 land. Langley indicated that Manager Beaucaire had previously told him it was ok to buy the
8 fence, but later he learned that archeological testing was needed first.

9
10 Councilor Vaaler explained she was approved by Council to establish a group to explore public
11 art and other enhancements as part of the transfer of Ocean View Drive. She read from Council
12 minutes about the direction to work with the Public Works and Streets and the Parks and
13 Commons Commissions. She reported a Public Works Commissioner volunteered to be part of
14 the group. She wanted to know what input the Commission wanted to give.

15
16 Purcell noted there were numerous committees, including a Bench Committee that Hempen
17 served on, that needed to be sorted out. He suggested the Commission discuss how to take
18 advantage of this opportunity to organize the needs of all of the groups having input. Hempen
19 recalled he was asked by former City Manager Davies to look at options for people who want to
20 donate a bench. He explained the concept was to pick several options and price those to include
21 costs for future maintenance. Berdie suggested what was needed was an overall vision of the
22 804 Trail. Purcell suggested they compile a scope of work, starting with the existing features.
23 Purcell asked Councilor Kerti to raise this issue with Council.

24
25 Commissioner Keller stated they went through a similar process when a group of volunteers
26 worked on the Pollinator Project. Commissioner Shrock noted there was a group that worked on
27 the Highway 101 flower beds that went before Council. He reported Council was ok with the
28 flower beds group proceeding as long as Manager Beaucaire oversaw the work.

29
30 Berdie had concern over specific areas, such as around 6th Street, where people park. He saw
31 great value in having an overall vision for the entire trail.

32
33 Johnson, Gordon, and Hempen agreed that there should be a group to address laying out the 804
34 Trail from Highway 101 to the end. Shrock suggested that Trails would be an ideal leader of this
35 project as they have put so much work and visioning on the 804 Trail.

36
37 Vaaler asked if it was helpful to have a group come up with ideas. Kittel stated it was premature
38 to proceed with this type of work because there were so many issues such a group would not be
39 aware of regarding where parking would or would not be allowed, signage, and other features
40 and constraints. Kittel suggested they first allow the transfer to occur, get the archeological
41 report, and ascertain how much money was in the 804 Mitigation Fund before getting into the
42 benches and beatification of the 804 Trail. Keller stated it was good to separate the construction
43 and safety components from the beautification work.

44
45 Shrock did not want to repeat the situation with what has happened with the curbs on the
46 sidewalks. Berdie stressed that a creating a vision would be the best approach. Purcell stated
47 that starting with what exists would be the first step.

1
2 Kittel reviewed history of planning and grants for the 804 Trail and reported there was an overall
3 plan completed about twelve years ago that cost \$50,000. She noted the plan has been mostly
4 followed in the area from State Park northward.

5
6 The Commission agreed that they want to work on this project. Purcell asked Kerti and Vaaler
7 to ask the Council if they could go ahead with creating some group to oversee the work. Berdie
8 asked if it would be helpful conduct a design charrette to start the visioning process. Purcell
9 cautioned against have a group come up with ideas that are then rejected. Hoen reported there
10 have been situations with the Library and the 501 Building with asking people for their vision
11 then stating it could not be done which resulted in people feeling very discouraged.

12
13 Jacqueline Danos recalled that the City was trying to get a grant to do a Transportation Plan. She
14 saw an opportunity to use a visioning process for the 804 Trail to contribute to the application of
15 a grant for the Transportation Safety Plan. Vaaler clarified that Council voted to proceed with a
16 Quick Response study and to wait to see whether they needed a full transportation plan.

17
18 Kittel asked when the Commission needed the Trails budget. Purcell asked for a draft at the
19 December 2019 meeting.

20 21 **C. Little Log Church**

22 Mary Crook reported she, Karl Christiansen, and Carl Miller met with David Atkin in Eugene on
23 September 26 to formalize the Friends of the Little Log Church and Museum board and bylaws.
24 She added that Miller spoke with the tax attorney on October 15 to generate a fundraising letter.

25
26 Crook hoped to receive the confirmation letter from the IRS on their nonprofit status within two
27 weeks. She reported they are “official” 501(c)3 and an account has been opened at a bank. She
28 added that they were looking for two additional board members.

29
30 Berdie suggested one of the board members have a marketing background. Crook noted that Jo
31 Layne McDow, who is interested in joining the board, has expertise in fundraising. Vaaler added
32 that McDow’s training was in financial analysis.

33 34 **D. Commissioners**

35 Johnson asked that the bleachers in the area of the old backstop be moved closer to the pavilion
36 or some area where they would be used. She also recalled the children’s request to have a dog-
37 waste free area in which to play. She suggested they get the children to create signs that could be
38 posted in the designated areas along with a dog waste station (bags and waste can).

39
40 Hoen noted there were two dog bag stations, one by the Pavilion and one near the Presbyterian
41 Church. She added that it is difficult to have trash cans in open areas as they blow away.

42
43 Purcell asked Johnson to be in charge with getting in touch with the children about creating
44 signs. He asked to find out how they could get waste receptacles by the bag stations.

45
46 Hoen agreed that moving the bleachers closer to the pavilion would be more useful. Purcell
47 indicated it would be great to have them moved by the Winter Solstice. Shrock asked that they
48

1 keep in mind the original plans for the area.

2
3 Berdie reported the Lincoln County Soil and Conservation District is having a plant sale. He
4 indicated they have very good prices and the presale ends November 1, 2019. The event was
5 scheduled for December 7 and 8 at the Lincoln County 4H Building with hours on Saturday from
6 9:00 am to 3:00 pm and on Sunday from 9:00 am to 1:00 pm. Danos suggested using the presale
7 as they sold out last year.
8

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

10 **A. Commons**

11 **B. Trails**

12 **C. LLCM**
13

14 **V. New Business**

15 **A. Commissioner Terms**

16 Purcell, Keller, and Johnson all indicated they wanted to renew their terms. Purcell added that
17 he was the Finance Committee Representative and planned to step down at the end of the year.
18 Berdie agreed to fill that appointment on the Finance Commission.
19

20 Berdie noted there was discussion about the two lots between Marine Drive and Aqua Vista
21 Loop. He noted that one of the lots was only 50 feet wide and had a 10-foot easement for the
22 Trail. He reported that Councilor Kerti had suggested using one of those lots as a park.
23 Councilor Vaaler clarified that Council was in the process of getting information from the county
24 attorney about selling the lots to a nonprofit who could build affordable housing. She has since
25 learned that there are individuals interested in purchasing those lots, one for view protection and
26 one for a park.
27

28 **VI. Other Business**

29 **A. From the Commission - none**

30 **B. From the floor - none**
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32 Purcell adjourned the meeting at 4:43 pm.
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37 _____
John Purcell, Chair

Date

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39 Minutes prepared by H.H. Anderson on November 4, 2019