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2 **CITY OF YACHATS**

3 **PARKS AND COMMONS COMMISSION**
4 **WORK SESSION**

5
6 March 19, 2019

7
8 **Draft Minutes**
9

10 **I. Goal Setting**

11 Chair John Purcell called to order the March 19, 2019 special work session of the Parks and
12 Commons Commission at 10:00 am in Room 1 of the Yachats Commons. Members present:
13 Michael Hempen, Linda Johnson, John Purcell, Scott Gordon, Dean Shrock, and Craig Berdie.
14 Absent: Derek Ojeda. Audience: 1.
15

16 Purcell passed out portions of the meeting packet for the regular meeting on March 21, 2019.
17 Purcell also distributed the draft Commission Rules with comments from Commissioner Berdie.
18 He indicated vendors from the Farmer's Market would be at the regular meeting to discuss the
19 situation with the market. He stressed that while he does not want to lose the Farmer's Market,
20 the City cannot run the Farmer's Market.
21

22 Commissioner clarified the January 3, 2019 Council Goals were the official ones they would be
23 using today. Commissioner Berdie indicated he included the previous Council's goals as it had
24 more information on Smart Cities.
25

26 Purcell suggested Goal 3 had the most relevance to Parks and Commons. Berdie suggested the
27 other Goals have relevance as well.
28

29 Berdie suggested a goal of having a contemporary, attractive gathering place, and noted to not
30 create a "venue." Shrock added that the Commission has a responsibility to raise money and to
31 ensure the building was creating appropriate revenues. Purcell summarized they could look at
32 improving the facilities and looking at the rate structure as ways to raise money. Johnson
33 clarified the Parks and Commons Commission was not a fundraising group.
34

35 Hempen recalled the vast amount of change with a new form of city manager government, the
36 change to a facilities manager under the City, and the dissolution of the Friends. He suggested
37 these changes have impacted what the Commission would be responsible for. Hempen asked if
38 their focus should be on revenue generation.
39

40 Purcell

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2 Gordon agreed they should not focus on raising money and believed the recent rate changes
3 substantially impacted the Friends of the Commons. He did not believe they needed to have the
4 building be self-sustaining. Gordon suggested losing the Friends has cost the City significant
5 money. Johnson did not believe the rates impacted the departure of the Friends and noted the
6 Council had asked Parks and Commons to re-establish the rates in a fair way.
7

8 Johnson noted a previous memo from Purcell had stated Parks and Commons derives most of its
9 funding from Visitor Amenities, which was funded by the Transient Lodging Tax. She
10 suggested communication about where the Transient Lodging Tax was spent would make
11 matters more palatable to the public. Gordon did not see that taxes impacted the people who
12 used his hotel. The Commission discussed the percentages of Visitor Amenities that goes to the
13 various aspects of the City.
14

15 Gordon noted the Food and Beverage Tax was the tax that visitors notices as Yachats was one of
16 two communities in Oregon that charged this tax.
17

18 Berdie emphasized how much the Commons building needed general upgrading in terms of
19 paint, acoustics, and electrical outlets. Gordon suggested that project under \$10,000 do not be
20 have to put out for bid and they could possibly get volunteers to do labor such as painting.
21

22 Purcell wanted to have more frequent updates on projects, such as the City Hall moving to the
23 501 Building. He noted this change would impact the Commons from the vacated space. Shrock
24 noted the Friends did much good work but also had some shortcomings. He would have liked
25 for the Friends to continue supporting groups like YAAS. Shrock suggested promoting
26 recreating a Friends group. Purcell indicated he supported a more general Friends of Yachats
27 type group to help with fundraising.
28

29 Purcell summarized that Parks and Commons was tasked with overseeing the Little Log Church,
30 the Commons building, and Trails. He was not sure about the 501 Building and the ballfield.
31 Johnson recalled Hoen might have said that Parks and Commons was not responsible for the 501
32 Building if it was not being used for rentals. She noted the Wetlands also fell under Parks and
33 Commons. Gordon recalled he had heard there was a push to get YYFAP out of the basement.
34

35 Purcell reported the Finance Committee would be looking at establishing a larger budget for
36 maintenance that Hoen could use without a cumbersome process of getting approvals. Berdie
37 expressed concern about a potential conflict with Hoen suggesting an improvement that the City
38 Manager agreed to but the Commission did not. Berdie suggested developing a long-term plan
39 for all City properties including aesthetics and infrastructure.
40

41 Purcell suggested a broader approach looking at buildings. He noted the impending the work
42 that will go into repairing the Little Log Church and wanted to ensure there was community
43 support for the Church and there was a plan to maintaining the improved building. Hempen
44 cited an unconfirmed figure of \$600,000 that the Friends had obtained in grants with the help of
45 grant-writer Meredith Howell. Hempen wanted to see this type of grant money to be part of
46 projects going forward. He suggested the Little Log Church needed to be more proactive in

1 obtaining grants.

2

3 Hempen suggested the City could pursue a program where they contract out to someone who
4 could apply for grants. Purcell suggested they could discuss with Council how to reestablish a
5 mechanism for grant writing. Berdie suggested they first need a vision. Johnson added that they
6 need a grant writer who is more aware of the pool of grants available to smaller communities.

7

8 Johnson asserted that they keep in mind the City is only 750 people and does that number justify
9 spending \$300,000 on the Little Log Church or the Library. Shrock suggested letting the citizens
10 vote on whether to support funding for the Little Log Church. Johnson noted the bus stop is at
11 the Little Log Church and could be a central point to generate interest. Berdie wanted the
12 funding for the Little Log Church to be match by fundraising from the Friends of the Little Log
13 Church. Berdie suggested building a restroom south of the bridge would be a better use of the
14 money.

15

16 Hempen stressed the importance of keeping the Commons as a Community Center rather than an
17 Events Center. The Commission discussed what it meant to be a Community Center.

18

19 Gordon suggested they develop a wish list of projects, then establish priorities for those projects
20 using community input. Gordon agreed that getting input was a good idea.

21

22 Purcell wanted to see better scope of work descriptions in order to get more accurate quotes on
23 projects.

24

25 The Commission discussed ways to get the community more involved in the Little Log Church
26 renovation.

27

28 Bob Langley reported he was recently at a luncheon where two of the eight people at his table
29 talked about how wonderful the Little Log Church was. He also suggested the Commission
30 either define their role and take that to the Council or have the Council give them more guidance
31 on what their role is. Langley also mentions a potential conflict of wanting Visitor Amenities to
32 fund Commons projects but also wanting the Commons being a Community Center for locals.

33

34 Purcell summarized that they need to:

35 1. Clarify with Council what the responsibilities of the Commission were. Berdie added
36 that Purcell should also clarify the relationship with City employees.

37 2. Explore the formation of Friends of Yachats or Friends 2.0.

38 3. Talk with Finance about getting a grant writer.

39 4. Develop a maintenance plan for City buildings

40

41 Berdie also wanted to develop a vision statement.

42

43 Johnson noted Ocean View Park was partly funded through section 306A of the Federal Coastal
44 Zone Management Act through NOAA and DLCD (Oregon Department of Land Conservation
45 and Development).

46

1 Purcell indicated he was going to draft a memo to the Mayor stating that the Commission:

- 2 1. Wants to meet to discuss responsibilities of Parks and Commons of City owned
- 3 properties
- 4 2. Sees value of promoting another Friends-type group to support the Commons
- 5 3. Wants a vision statement for the Commons building
- 6 4. Sees value in hiring a grant writer

7
8 Berdie stated Parks and Commons should create their own visions and take that to Commons.
9 Johnson wanted the Council to tell them what they were responsible for, then Parks and
10 Commons would decide upon their vision. Gordon noted they would be better served to state
11 their understanding of their role and have the Council accept or amend that.

12
13 Commissioners noted they did not discuss trails.

14
15 Purcell noted they also need clarification on who would hire the grant writer and what that
16 person would write grants for. Shrock suggested they could advertise in the Newsletter that they
17 were looking for grant writers. Johnson suggested they reach out to Meredith to get her interest
18 in grant writing for Parks and Commons.

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20 Purcell adjourned the meeting at 11:39 am.

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John Purcell, Chair

_____ Date

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28 Minutes prepared by H.H. Anderson, March 25, 2019