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2 **CITY OF YACHATS**

3 **PARKS AND COMMONS COMMISSION**

4 March 21, 2019

5  
6 **Approved Minutes**

7  
8 **I. Call to Order**

9 Chair John Purcell called to order the March 21, 2019 meeting of the Parks and Commons  
10 Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Michael  
11 Hempen, Linda Johnson, John Purcell, Dean Shrock, and Craig Berdie. Absent: Derek Ojeda and  
12 Scott Gordon. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and  
13 Joanne Kittel. Audience: 22:  
14

15 **II. Public Comment**

16 Starla Gade (Waldport) asserted that the Farmer’s Market has paid a vital role in the community  
17 and the City was not recognizing its value. She saw an ad in the newspaper about vendors  
18 organizing some group, but there has been no communication from this group to other local  
19 vendors. She explained she has heard that the people who run the market do not return phone  
20 calls. She believed the City should take leadership of the market.  
21

22 Purcell explained the insurance for the market was carried by the Friends who continued to cover  
23 that until the end of the past season. The market manager was an independent contractor hired  
24 by the Friends. Purcell explained the Farmer’s Market was not a city run event or city run  
25 function. The Commission agreed that the market could be a vendor run organization. He noted  
26 this group has been asked to present to Parks and Commons in order to for the City to assess the  
27 City’s liability. Purcell explained the City does not have resources to operate a Farmer’s Market.  
28

29 Purcell explained he did not want people to reach out to Heather Hoen when she did not have a  
30 role nor the authority to make any decision around the market.  
31

32 Shrock added the Commission was fully supportive of the market moving forward. He noted the  
33 Commission has agreed to add another porta-potty for the duration of the market.  
34

35 Gade asked that Commission facilitate a meeting with the vendors. Purcell clarified that the  
36 Commission was not in the position to facilitate non-city meetings although the Commission  
37 fully believed in the market.  
38

39 Hoen explained a group came to her asking if they could run the market themselves, and she  
40 asked for a plan, but that plan has not been presented.

1  
2 Jiriville Wood (Yachats River) indicated she had submitted a letter to Hoen. Wood claimed a  
3 group had taken over the Farmer’s Market website. Wood indicated she proposed to Hoen that  
4 someone from the City seize and operate the Farmer’s Market website for a period of time to  
5 allow all vendors to come together. Wood read from her letter (in Commission packet).  
6

7 **III. Minutes – February 21, 2019**

8 Commissioner Hempen moved to approve the February 21, 2019 minutes as presented: Aye – 5;  
9 No – 0.  
10

11 **IV. Reports**

12 **B. Facilities Manager**

13 Hempen asked how much extra work was required for the Multi-purpose Room flooring. Hoen  
14 explained the change order totaled \$1,415, including removal of tiles and repair of dry rot in a  
15 four-foot by ten-foot section of the subfloor and joists. The contractors removed the dry rot and  
16 treated the area.  
17

18 Berdie asked if there had been progress made on the stipulations from Fire Marshall’s report.  
19 Hoen explained everything was now complaint, and she summarized some of the adjustments  
20 she has made.  
21

22 Berdie asked Hoen about her vision of what was needed for the Commons. Berdie wanted to see  
23 a master plan for improvements and possibly a five-year plan for repair and remodel. Hoen  
24 noted the energy audit was just completed, and it indicated the insulation was adequate and there  
25 were some minor adjustments needed around lighting. She was working on prioritizing the items  
26 to be done. She also noted she was developing an overall maintenance plan. Berdie emphasized  
27 the need to stay on top of maintenance. Purcell explained the Commission would be talking to  
28 the Council about their responsibilities and would better understand their roll by the next  
29 meeting.  
30

31 Purcell asked Hoen to send him all of the footprints and blueprints of the City-owned buildings.  
32

33 Hempen asked what things Hoen was envisioning for improvements. She noted mismatching  
34 ceiling tiles and lighting with six different types of 8-foot bulbs. She suggested they get  
35 consistency with light bulbs. Purcell asked what Hoen considered to be of most concern. Hoen  
36 suggested while she was controlling for keys, some keys have gotten out and she had some  
37 concerns about building security. Purcell asked if the building needed to be rekeyed. Hoen  
38 suggested rekeying might be needed soon.  
39

40 Hempen asked about the \$50,000 to upgrade projects. Hoen stated that would cover attaching  
41 the sump pump to the emergency generator, replacing mics and cables, and possible getting a  
42 commercial dishwasher. She explained the kitchen has a sanitizer which users mistake for a  
43 dishwasher. She also noted smaller upgrades to lighting and having those lights hardwired into  
44 the building and not on extension cords. Hoen stated the reader board was another issue. Berdie  
45 suggested they plan for wiring upgrades in any maintenance planning.  
46

1 Johnson asked if Hoen had checked for rebates form the utility companies. Hoen explained what  
2 the energy auditor did and how he calculated a number. Any future upgrades would be  
3 compared to that number and would determine the dollar amount of a rebate.  
4

5 Hempen commended Hoen on her work and gathering of information.  
6

#### 7 **A. Trails Committee**

8 Purcell indicated he discussed an issue with Joanne Kittel. Kittel reported there would be a site  
9 visit between jobs corps and the south beach engineer to mark trees for cutting in preparation for  
10 the suspension bridge. Jobs corps indicated they could get the trees down by Memorial Day.  
11 Kittel reported they have over \$29,000 in private donations for the bridge and are getting grants.  
12 Berdie asked about the archeologist and McClung stated they were waiting on the archeologists'  
13 schedule.  
14

15 Kittel handed out the program where the Daughters of the American Revolution honored four  
16 women, one of whom was Amanda. Hempen added how impressed he was in the chairperson's  
17 noting the positive change of attitude among the tribes toward Yachats.  
18

19 Kittel, speaking for View the Future, asked the Commission to discuss and make a  
20 recommendation to the Finance Committee and Council to allocate \$200,000 in matching funds  
21 from Visitor Amenities to acquire the Evans/Betz property. She highlighted the plans for parks  
22 and trails in the area. She also noted the Riggs property and the Hancock property. She asked  
23 the Commission to have foresight and support the protection of the view shed and water shed.  
24

25 Purcell noted this request was a renewal as this allocation had been previously approved by the  
26 Council. Kittel noted when the Trust for Public Lands pulled out of the project last year, the City  
27 removed the project from their CIP Plan. Kittel recalled the Council approved the money  
28 contingent upon availability from Visitor Amenities in FY20-21 Purcell noted he was on the  
29 View the Future board and Shrock reported he was married to a View the Future Board Member.  
30

31 Johnson recalled there were problems in that Evans/Betz wanted too much money for the  
32 purchase and that plans for recreation did not fit with the conservation grants. Kittel explained  
33 the first appraisal was incomplete and the actual amount has yet to be determined.  
34

35 Kittel explained the Oregon Watershed Enhancement Board (OWEB), a potential grantor, was  
36 the partner who objected to recreational use as opposed to green or open space use. She stated  
37 OWEB was not currently involved in the project. Purcell summarized that the appraisal was in  
38 progress and any grantor would want to see City commitment.  
39

40 Berdie asked if View the Future had investigated having a larger project that would include the  
41 Hancock and Riggs properties along with Evans/Betz. Kittel indicated they had contacted the  
42 McKenzie River Group about supporting the larger project. Berdie suggested they talk to the  
43 owner of the Riggs property to determine how much he would want to sell the property. Kittel  
44 explained many granting agencies were inclined to support larger tracks that were not not in the  
45 City. She indicated she had identified potential grantors.  
46

1 Hempen asked if they should find out if they have a willing seller before making commitments.  
2 Kittel indicated View the Future needed a plan to decide who would approach the owner.  
3 Purcell stated the Riggs property was extremely important but was not part of the decision for  
4 today. Berdie suggested they not proceed without an appraisal. Purcell asked the City Manager  
5 to clarify the situation. He clarified View the Future will know within a few days about the  
6 preliminary appraisal and whether they want to proceed.  
7

8 Manager Beaucaire explained the previous pledge went directly to Council and Council could  
9 not tie the hands of a future Council. She noted Finance was currently setting the CIP and  
10 already there were more requests than funds available. She reported Finance was holding a  
11 special meeting on Wednesday, March 27, 2019 at 1:00 pm and suggested they come to that  
12 meeting to put in for priority in funding.  
13

14 **Berdie moved to request that the Finance Committee allocate a CIP for \$200,000 for the**  
15 **purchase of the Evans/Betz property: Aye – 4; No – 0.**  
16

17 Johnson clarified that the bridge across the Yachats River had been removed from the project.  
18 Johnson stated she was not in favor of encouraging recreation along the Yachats River.  
19  
20

### 21 **C. Year to Date Revenues and Expenses**

22 Johnson suggested that the reports contain some explanation and context for the numbers.  
23 Berdie explained some of the revenue lines were transferred at the beginning of the year so it  
24 would show as 100% expended or funded. Commissioners agreed more explanation would be  
25 helpful. Purcell indicated the City was aware of the reporting issue and they were in process of  
26 changing the financial software.  
27

28 Manager Beaucaire stated she was including numbers from the International Management Group  
29 about how much should be allocated for maintenance, which for the Commons building would  
30 be approximately \$50,000.  
31

### 32 **V. Business**

#### 33 **A. Little Log Church and Museum Budget FY19-20**

34 Karl Christianson, Director of the LLCM, asked that they keep the same budget as they had in  
35 FY18-19. Berdie asked about the revenue line of \$1,000 for donations. Christianson explained  
36 that was for the donation box in the LLCM. Weddings, other events, annual wedding vow  
37 renewal ceremony were included under the Rents and Fees line.  
38

39 Manager Beaucaire indicated standard rate of \$3.50 per square foot for a 2,604 square foot  
40 building resulted in \$ 9,114 for building maintenance. She indicated she was including these  
41 standard maintenance rates in the spread sheets for Finance discussions.  
42

43 Manager Beaucaire indicated the next regular meeting of the Finance Committee was on April  
44 10, 2019.  
45

1 Berdie had a concern about the donation of \$1,000 as reflective of visitor support for the Little  
2 Log Church. He those from the Little Log Church present at the meeting what they could do to  
3 raise this amount. Hoen noted the Friends could only raise \$14,000 as part of their 501(c)4  
4 status. Berdie had concern about the ongoing maintenance support for the facility with such low  
5 amounts from individual donations.

6  
7 Manager Beaucaire explained that there had been renewed interest in continued support for  
8 maintaining the building. She noted most of the City facilities raise some funds but do not self-  
9 support. Berdie wanted to see a serious commitment to future fundraising given the possible  
10 \$300,000 CIP investment in repairing the facility. Johnson also had concern about getting the  
11 Little Log Church to raise more funds to support itself.

12  
13 **Hempen moved to approve the Little Log Church and Museum budget as presented: Aye – 4;**  
14 **No - 0.**

15  
16 Christianson read a statement from the Little Church and Museum Board.

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18 **B. Commission Rules** – postponed to next meeting

19 **C. Commons Building CIP & Maintenance** – partly discussed

20 **D. Commons Building Rental Structure**– postponed to next meeting

21  
22 **E. Public Liability Insurance update**

23 Hoen explained the City does carry a policy through CIS for bodily injury on trails. She noted  
24 the State’s Recreation Immunity does not apply to Federal lands and that the Siuslaw National  
25 Forrest required insurance.

26  
27 Pollution issue. Concern over people walking trails polluting which would make City liable.  
28 MB noted insurance is rapidly changing and costs were rising.

29  
30 **VI. Other Business**

31 **A. From the Commission**

32 **B. From the floor**

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34 Purcell adjourned the meeting at 4:57 pm.

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39 \_\_\_\_\_  
40 John Purcell, Chair

\_\_\_\_\_ Date

41  
42 Minutes prepared by H.H. Anderson, March 25, 2019