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**CITY OF YACHATS**

**PARKS AND COMMONS COMMISSION**

April 18, 2019

**Approved Minutes**

**I. Call to Order**

Chair John Purcell called to order the April 18, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Michael Hempen, Linda Johnson, John Purcell, Dean Shrock, and Craig Berdie. Absent: Scott Gordon. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, Councilor Leslie Vaaler, and Mayor John Moore. Audience: 25.

Purcell reported Scott Gordon would not be present.

**II. Minutes**

**A. March 19, 2019**

Commissioner Hempen moved to approve the March 19, 2019 minutes as presented: Aye – 5; No – 0.

Purcell recalled at the goal setting meeting that Commissioner Berdie had suggested placing a public restroom south of the bridge by the bay. Purcell learned from Mayor Moore that the City does not own property in that area and State Parks owns that land

**B. March 21, 2019**

Commissioner Johnson asked about the line item for \$9,114 for building maintenance for the Little Log Church. Purcell explained this was a line item proposed by the City Manager for building maintenance.

Johnson moved to approve the March 21, 2019 minutes as presented: Aye – 5; No – 0.

**III. Reports**

**A. Facilities Manager**

Johnson asked about the status of the bird netting for the Pavilion. Hoen reported she had to reorder the item and it should arrive shortly. Berdie asked about the development of a maintenance plan schedule. Hoen reported other items have taken higher priority due to deadlines. Johnson asked about trash can garage. Hoen explained Public Works keeps getting pulled away to higher priority items. Berdie clarified that installation was part of the entrance

1 signs bid. Hempen asked about the discussion with the arborist. Sean Stevens, a local arborist,  
2 has been in conversation with Hoen about an annual care plan for the trees. Hoen reported  
3 Stevens was unavailable for several weeks due injury, and she would walk the grounds with him  
4 when he was able.

5  
6 **B. Trails Committee**

7 Johnson asked why the new suspension bridge required the removal of 30 trees. Trails Lead  
8 Joanne Kittel explained these were all alders and they were leaning and showing signs of  
9 instability. The Trails group did not want to risk the bridge. Kittel explained the plan was to  
10 keep all conifers, if possible. Kittel reported FEMA would be visiting Yachats to assess whether  
11 they will increase their funding for the bridge.

12  
13 **C. Year to Date Revenues and Expenses**

14 Purcell reported that the Finance Committee reported \$1.8 in reserves and \$1.98 in requested  
15 capital improvement projects. He explained the City Manager asked the Committee to reduce the  
16 CIP requests by \$1 million. Purcell reported the \$200,000 for the Evans/Betz project has been  
17 removed. Kittel explained the estimates on the appraisal and the \$1.2 million on infrastructure  
18 was too large to take on. Kittel have discussed the matter with Joe Mahl from McKenzie River  
19 Trust. She noted Mike Evans and Jerry Betz have been notified that View the Future could not  
20 meet that price. She emphasized they are not completely dropping the project and would work  
21 next winter to apply for grants that could resume the project in the 1920-1921.

22  
23 Purcell noted the new financial software will be extremely helpful in understanding financial  
24 records and creating transparency.

25  
26 **IV. Business**

27 **A. Selection of Vice-Chair**

28 Purcell reported he received a resignation letter from Vice-Chair Derek Ojeda. Berdie  
29 nominated Linda Johnson. **The Commission voted unanimously to appoint Linda Johnson as**  
30 **Vice-Chair.**

31  
32 **B. Commission Rules**

33 Purcell stated he received input from Johnson and Berdie on the document. Johnson had concern  
34 with 5.2.3 on powers and duties to “maximize income through promotion or co-promotion of  
35 appropriate events.” She did not believe that was a duty of the Commissions. Purcell noted the  
36 Commission does set the rates for the building rentals. Kittel noted that when the Friends of the  
37 Yachats Commons was involved that they held events to support the Commons. Purcell recalled  
38 the Commission wrote a note to the Mayor where they suggested investigating forming another  
39 Friends group. Mayor Moore indicated the bullet points were taken verbatim from the Yachats  
40 Municipal Code or Administrative Policies. Shrock noted the Commission does review financial  
41 statements and examine how the City could best generate revenue, but they were not a marketing  
42 body.

43  
44 Purcell suggested that the sentence to “maximize income through promotion or co-promotion of  
45 appropriate events” be struck. The Commission agreed.

1 Purcell noted there was no mention of the Little Log Church and Museum in the document.  
2 Purcell reviewed some of the history around the relationship between the Little Log Church and  
3 the Commission. He suggested adding wording to define the role of the Commission with  
4 respect to the Little Log Church and Trails. He asked Commissioners for suggestions on  
5 wording.  
6

### 7 **C. Parks & Commons Narrative**

8 Purcell reported the City Manager asked him to provide a narrative about the Parks and  
9 Commons Commission for the Budget Report. Commissioners had no additional comments.  
10

### 11 **D. Farmers Market Proposals**

12 Purcell read an email he sent to Commissioners regarding his and other Commissioners attending  
13 a meeting hosted by one group submitting a proposal to run the market. He explained the  
14 proposal process. He indicated he asked Commissioners to read all of the proposals but not to  
15 discuss them amongst themselves or with the public, noting they would discuss the proposals at  
16 this meeting.  
17

18 Purcell reported the Farmers Market traditionally opened on Mother's Day. Purcell noted they  
19 received three great proposals. Purcell indicated for his own evaluations, he looked at the  
20 proposal request and compared that to the proposals.  
21

22 Shrock suggested the redacting process was limiting and disadvantageous. He noted at the  
23 vendor meeting at the Adobe, it was proposed that the market manager was to be the person who  
24 runs the Newport market. He thought that experience would be a great advantage. He suggested  
25 that by not naming a person for a role such as the market manager, it would not be clear who the  
26 everyone would be working with.  
27

28 Purcell explained the role of Parks and Commons was to help ensure a good Farmer's Market  
29 experience for everyone. Purcell stated they have essentially been asked by three groups to lease  
30 the space and that was the extent of the Commission's decision. He noted, in general, Parks and  
31 Commons would only get involved with the group that produces an event at the Commons when  
32 that event was presenting problems for the City or disrupting the experience of Yachadians. He  
33 believed the City needed to keep an arms-length in the operation of the market and allow the  
34 vendors to run their own market.  
35

36 Johnson indicated she spent much time evaluating the proposals. She reported she did not feel  
37 knowledgeable or experienced enough to make a decision between the proposals. She identified  
38 a few issues she could use to differentiate proposals, but she believed the vendors might be better  
39 able to discern between the proposals. Johnson asked why the Commission was to make this  
40 decision.  
41

42 Purcell urged the Commission to not "kick the can down the road." He noted the Commission's  
43 role was to make a recommendation to the Council. Hoen recalled the Commission was asked to  
44 send a prioritized list to Council.  
45

1 Berdie had a concern that choosing one proposal over another might cause animosity that would  
2 cause some vendors not to participate. Purcell argued that he did not see that any of the proposals  
3 was excluding of any vendor, noting some proposals discussed factoring in seniority of vendors.  
4 Purcell was not certain what the Commission could do to ensure no one was upset by the  
5 decision. He added that it was a tough decision and he saw no other way to proceed.

6  
7 Berdie stated he thought all three proposals were well done. He favored Proposal C because of  
8 its thoroughness and enumeration of the composition of the proposed Board. He also thought  
9 Proposal B was very comprehensive. He added that he wished that the Commission had  
10 included a requirement to have some means of taking electronic payments.

11  
12 Purcell noted the contract would ultimately be reviewed by the City Manager. He suggested the  
13 City Manager would go over the details to ensure regulations were being followed. Purcell  
14 speculated that whomever was granted the contract would be open to suggestions from citizens  
15 on ways to improve the market.

16  
17 Hempen agreed with others' comments and noted this decision puts the Commissioners in an  
18 awkward position. He did not see that there was anything in the proposals that puts one  
19 noticeably above the others. Hempen liked that there were no names so their decision would not  
20 be personal. He suggested the vendors would likely be the same regardless of the proposal  
21 chosen. He believed the market manager would be the most important distinction.

22  
23 Starla Gade stated proposal A requires all vendors to have a \$2 million policy and that amount  
24 was unreasonable for many vendors, adding that she was only required to have a \$1 million  
25 policy. She stated she had lots of vendors calling her to ask who was asking for that amount. A  
26 few in the voiced agreement. Hoen stated Proposal A definitely had the \$2 million requirement.  
27 Hempen suggested someone could speak to this requirement. Purcell indicated the \$2 million  
28 policy was for the entity operating the market, not each vendor. Hempen noted there was a lot of  
29 information about the issues around produce and other items.

30  
31 Gade stated the details about the agricultural products were established by the Department of  
32 Agriculture and were basic regulations. Purcell asked Gade to let the Commission proceed with  
33 their discussion.

34  
35 Johnson stated that she did not feel competent to make this decision but she could provide a  
36 ranking. Shrock indicated he could provide a ranking as well.

37  
38 Purcell explained his approach to evaluating the proposals and noted several minor differences  
39 around hours, requirements for licenses (an issue for City Manager), plans for paid advertising,  
40 and a proposed opening of the Market on June 9. Gade stated Proposal C stated that June 9 was  
41 a meeting for the vendors, not the Market opening, where they would elect the Board.

42  
43 Commissioners provided their rankings and some explanation for their choices:

44 Berdie: C, B, A

45 Hempen: C, A, B

46 Shrock: B, C, A

1 Johnson: C, B, A

2 Purcell: C, B, A

3  
4 Purcell summarized that the Commission would recommend a rank order of C, B, A to the  
5 Council. Purcell expressed deep sincerity that the Farmer's Market proceed with great success.

### 6 7 **E. Commons Building Rental Structure**

8 Hoen indicated that the new facilities software does not work well with the way the City  
9 currently sets deposits. Berdie asked if there could be unintended consequences of attaching the  
10 deposits to the room rather than as a lump sum.

11  
12 **Berdie moved to approve staff recommendation for Item 1 on deposits: Aye – 5; No – 0.**

13  
14 Shrock asked about the listing of Room 1 for rental. Hoen noted rental of Rooms 1 and 7 only  
15 happen if a user rents the whole building. Shrock asked about usage of the stage for events like a  
16 crafts fair. Hoen stated the stage has always been available to renters of the Multipurpose Room.

17  
18 JD Deriberprey noted he puts his DJ equipment on the stage and suggested other ways in which  
19 the stage was appropriately utilized. Purcell noted the stage liability issue was a separate issue  
20 from what the Commission was currently being asked to decide. Hoen noted she would need  
21 written policy if she were to enforce any stage restrictions.

22  
23 **Hempen moved to approve staff recommendation for Item 2 on non-profit rate: Aye – 5; No – 0.**

24  
25 **Berdie moved to approve staff recommendation for Item 3 on Pavilion day rates: Aye – 5; No –**  
26 **0.**

27  
28 **Berdie moved to set the piano rental at a flat fee of \$100: Aye – 5; No – 0.**

## 29 30 **II. Public Comment**

### 31 32 **VI. Other Business**

#### 33 **A. From the Commission**

34 Purcell read an email he sent to Commissioners regarding the history of operation of the Little  
35 Log Church. He indicated there was a Board for the operations of the facility and a Friends  
36 group nonprofit 501(c)4 nonprofit board. Purcell suggested they need to get community support  
37 for a potential rebuild.

38  
39 Berdie suggested that the Friends and the Board provide ideas for how they would raise money  
40 and how much they expected they could raise. He wanted to see monthly report from the Board  
41 to include: number of visitors, number of volunteer hours, donations, events and event revenues.

42  
43 Shrock noted the sensitivity of the LLC and suggested the citizens vote on whether to restore the  
44 building.

1 Johnson liked Berdie’s idea about reporting and coming to meetings. She wanted to recommend  
2 that the Friends become a 501(c)3 in order to have tax-deductible donations.

3  
4 Hempen suggested that, at a minimum, Parks and Commons should get a report, and he wanted  
5 to see a representative from the Little Log Church at Parks and Commons meetings.

6  
7 Purcell wanted clarification from Council as to the responsibility of Parks and Commons to the  
8 Little Log Church. He also noted they will need to know how direct they could be in telling the  
9 LLCM what to do. Commissioners agreed to have Purcell talk to the Mayor about the  
10 relationship between Parks and Commons and the Little Log Church. Berdie added that,  
11 regardless of the relationship and noting that their budget does go through Parks and Commons,  
12 the Little Log Church should be asked to provide a report. Commissioners agreed that the report  
13 with the indicated four items was an appropriate minimum request.

14  
15 Jacqueline Danos noted the Commission should be careful when they ask the Community for  
16 their input, noting that if the community does not want to give support, what would that lot be  
17 used for.

18  
19 Kittel suggested that Parks and Commons ask the Board if they want to write grants for  
20 fundraising.

21  
22 Quinton Smith stated the City was proposing a six-figure number in a CIP for the Little Log  
23 Church and asked if the Commission was willing to recommend that the City not do that. Purcell  
24 noted the Commission has not been asked to provide a recommendation to the Finance  
25 Committee. Purcell did not want to make any recommendations until they better know what  
26 their role is.

27  
28 **B. From the floor**

29 JD Deriberprey introduced his son, John Mark, who is a participant in YYFAP. He stated John  
30 Mark was interested in how the Commission works. Deriberprey stated he has been playing  
31 basketball in the Multipurpose Room and reported one of the hoops was missing the net rings on  
32 the rim. Hoen indicated she would look into the matter.

33  
34 An audience member on the planning committee for Agate Festival noted their signs were not  
35 visible on the front sign when cars are parked in front of the building.

36  
37 Purcell thanked the Commissioners for their work this month.

38  
39 Purcell adjourned the meeting at 4:49. pm.

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45 \_\_\_\_\_  
46 John Purcell, Chair

45 \_\_\_\_\_  
46 Date

47 Minutes prepared by H.H. Anderson, April 30, 2019