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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

February 15, 2018

Minutes

Chair John Moore called to order the February 15, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Michael Hempen, Linda Johnson, Ruth Bass, Scott Gordon, and Dean Shrock, Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Lead Bob Langley. Audience: 3.

I. Minutes

Commissioner Bass moved to approve the December 21, 2017 minutes: Aye – 6; No – 0. Minutes approved. (Ojeda late)

II. Reports

A. Facilities Manager

Facilities Manager Hoen explained the findings of the Fire Marshal inspections: extension cords used to power stage lighting, no records of inspections, non-tested alarm systems (no proof it is operational), and storage in utility and maintenance areas. Hoen added that the Fire Marshall indicated the Commons has been in violation for years. She also noted that the Commons is grandfathered-in on some regulations. The Fire Marshall has stipulated no one is allowed in the basement until the alarm systems have been certified to be operational.

Hoen raised the following concerns:

1. The alarms are not interconnected and must be manually engaged.
2. The Commons has eight breaker panels, and it is not clear how they are networked.
3. Not all rooms have smoke alarms.
4. There are several occupancy types within the Commons.
5. The County did not know there were children being in the building.

Shrock asked if the City would be covered for fire damage is they are in violation of safety code. Hoen did not have that information.

Hoen took Commissioners to the following locations:

Stage – pointed out extension cords and overloaded outlets. Hoen reported the Fire Marshal has given temporary permission to use the extension cords on the stage if they are left unplugged when not in use. Commissioner Johnson suggested putting signage on the outlets to remind users to unplug the cords.

1 MP Room – noted gaps in flooring. Hoen explained this type of flooring was not
2 designed for high traffic areas. She also noted the carpet tiles in the halls
3 and meeting room are only a 5-year product.

4 Storage off MP – pointed out congestion, noted many groups store items in here
5 (Big Band, One of Us), and noted equipment is getting damaged because of
6 being moved around and banged.

7 Room 8 – pointed out chair and tables. Hoen reported the Yoga group has
8 complained that the chairs are emitting harmful gasses and the porta-potty is
9 beneath the windows.

10 Room 5 (Kitchen) – noted fire suppression system on the vent hood is not
11 hooked up. Hoen indicated there is a manual pull for a suppression system
12 near the east wall.

13 Basement – indicated smoke detectors, strobes, and horns need to be tested to
14 see if operational. Hoen noted the windows are too small to be a legal
15 egress, there is only one exit, and the 4x4 floor support is undersized. The
16 outside exit door opens to the outside, which is problematic as debris could
17 block the door from opening in the event of an earthquake or tsunami. Hoen
18 pointed out the storage area that should be clear because of needs for
19 maintenance access. She also noted the area is infested with rats.

20
21 Commissioners asked about potential areas for storage. Hoen clarified Room 3 is not
22 ideal for storage as it is frequently used and the basement is dry enough to store the
23 chairs.

24
25 Shrock asked what happens to YYFAP if they could not be downstairs. Moore indicated
26 there are many workable solutions involving numerous facilities. Hoen noted there are
27 many parts that need to be addressed before a solution can be attained. Moore added
28 having YYFAP in Rooms 7 and 8 is short-term.

29
30 Shrock raised the possibility of allowing Yoga or other groups to use the MP instead of
31 Room 8 because of their concerns about off-gassing. Hoen stated that giving an
32 exception to one group means other groups might want similar exceptions. Moore
33 suggested that Hoen could manage the situation.

34 35 **B. Yachats Trails Committee**

36 Trails Lead Bob Langley highlighted the hierarchy of the Trails Committee. Bass asked
37 how volunteers are insured. Langley indicated they were covered under workers comp.
38 Moore indicated they are covered under recreational immunity.

39 40 **C. Friends of the Commons**

41 Valentine reported they had a full room for their coffee on Tuesday. They recorded
42 numerous suggestions for how they can best work for the Commons and the
43 community. They discussed changing their mission statement. They will be addressing
44 how to help specific groups with small grants so they can afford insurance and rent.

1
2 Langley asked if people could sign waivers for insurance liability. Moore noted people
3 will often sue despite having signed a waiver. Moore added that even if a user signed a
4 waiver, they would still not be covered for liability.

5
6 Valentine thanked Parks and Commons for installing for lighting on stairs and offered to
7 cover the costs. Moore reported they have ordered dark sky compliant heads for the
8 501 Building lights.

9
10 **D. Year to Date Revenues and Expenses** – see report in packet

11
12 **III. Business**

13 **A. Fencing/Railing by sidewalk in front of Commons**

14 Johnson reported Dave Rieseck believed a fence is not the proper solution for the
15 sidewalk in front of the Commons. He proposed two solutions: one is to backfill and
16 seed it (Option A); the other is to excavate a planting strip for evergreen shrubs so it
17 forms a living fence (Option B). Johnson shared the drawing Rieseck provided.

18
19 Johnson reported the original plan was to have another diagonal sidewalk going from
20 the front circle in a northeasterly direction. Rieseck would like that sidewalk installed.
21 Hempen believed the sidewalk was needed.

22
23 Ojeda asked if the solutions were ADA compliant. Moore stated he had been told it was
24 ADA compliant as it exists now. Commissioners discussed pros and cons of the two
25 options. Bass was concerned about who would maintain the shrubs. Johnson asked if
26 there was a landscape person on contract by the City to do maintenance. Moore did not
27 know if that contracted person would install new plants.

28
29 Johnson, Scott, Hempen favored the living hedge option.

30
31 Shrock was concerned that a hedge was not as welcoming as an open space approach.
32 Bass believed grass would be more welcoming and easier to maintain. Ojeda concurred
33 with Bass. Moore favored the grass option.

34
35 Ojeda did not believe adding the northeast sidewalk should be a priority. Bass did not
36 think the additional sidewalk was necessary. Hempen noted, if they do the sidewalk, it
37 would be nice to have sidewalk done before the tourists come. Moore noted Finance
38 likely has higher priorities. Commissioners agreed to not make a decision regarding this
39 additional sidewalk at this meeting.

40
41 Scott wanted to examine the area before making a final decision. Commissioners took
42 a second field trip to look at the area in front of the Commons. Following the tour,
43 Moore indicated he was hearing a preference for backfilling and seeding with grass
44 (Option A).

1
2 Bass moved recommend to the City Manager that the sidewalk along Highway 101 be
3 remedied by backfilling with dirt, sloping the grade to the entrance level, and not using a
4 retaining wall: Aye – 7; No – 0.

5
6 **B. Budget CIP Projects for 2018-2019**

7 1. Little Log Church: Moore reported the Little Log Church approved the same budget
8 as they received in FY17-18. Moore added the CIP for repairing the south wall would be
9 substantial. Moore explained they had received the Pincus Report on the building
10 condition, and Pincus was recommending a full restoration. Moore believed there were
11 two other options, which he will discuss with the City Manager. Moore noted Manager
12 Beaucaire is working on an RFP for a project manager for the 501 Building and was
13 including this wall repair as part of that request.

14
15 2. Commons Building: Moore explained he made slight adjustments to the FY17-18
16 budget to estimate the FY18-19 budget based on reviewing YTD expenses. He noted
17 small increases in general fund support, visitors amenities support, allocated labor, and
18 insurance. Moore indicated the “Building and land maintenance” item should be
19 changed from \$12,000 to \$20,000, noting Manager Beaucaire had recently learned it
20 was standard practice to allocate \$3.50 per square foot for maintenance. Moore stated
21 this amount could be increased each year until reaching that \$3.50 per square foot
22 level.

23
24 Hemen asked when Hoen would have estimates to address the fire code issues. Hoen
25 hoped to have numbers by mid-March. Moore added that a decision needs to be made
26 as to whether the fire alarm would be an operational or a capital expense. Hemen
27 asked if Visitors Amenities Funds could be used for the fire code issues. Moore
28 indicated 25:75 is the current ratio for Visitors Amenities to City allocations for the
29 Commons.

30
31 Bass asked what falls under “Materials and services other.” Moore indicated \$205 was
32 spent last year, so \$500 still seemed reasonable.

33
34 3. Trails: Moore noted the fitness trails are part of the Parks and Commons CIP. Moore
35 highlighted the \$5,000 item for the new Amanda Trails Bridge, noting there will be
36 grants, State Parks funding, and FEMA money for this project. Moore noted the City is
37 not required to contribute. Shrock asked about the \$200 for the Ivy Pull, and Langley
38 speculated it was for refreshments.

39
40 4. Parks and Commons: Moore noted he included both the FY18-19 and FY19-20
41 budgets. He noted the \$35,000 for the roof in FY19-20 should be added to FY18-19 so
42 the roof is redone can be completed in FY18-19.
43 Moore noted there is currently one portal per year in the CIPs. Rieseck estimated portal
44 costs to \$14,500 for the next two fiscal years, so the \$22,500 should be changed to

1 \$14,500 for FY18-19 and FY19-20. Commissioners were not aware what the \$13,000
2 for Community garden was for. Shrock clarified it was not for the 2nd St Garden. No one
3 present knew the needs for the 7th St Garden. Valentine suggested Joanne Kittel might
4 have knowledge of plans. Moore found a reference for \$13,000 in the Parks Master
5 Plan for putting in a garden. Commissioners indicated they were in agreement to push
6 the Community garden into FY19-20 but did not want to eliminate it.

7
8 Bass and Gordon reported people are asking about the fire circle so it should be done
9 sooner rather than later.

10
11 Moore noted the plan is to complete the fitness trail in FY19-20 and perhaps it would
12 make sense to include money in FY18-19 to complete it when everything else is being
13 done. Langley noted Ron and Lauralee Brean are shepherding the fitness trail and
14 suggested talking to them about their plans for timing.

15
16 Moore asked if \$21,000 was too high for the fitness trail. Langley and Wally Orchard
17 were not certain what contained in "Phase II." Commissioners agreed to keep the
18 amount at \$21,000.

19
20 Moore summarized the changes. Bass suggested boosting the second entry portal to
21 \$15,000 instead of \$14,500.

22
23 Changes to the numbers presented by Moore:

- 24 1. Commons: increase Building and land maintenance from \$12,000 to \$20,000
- 25 2. Parks and Commons CIP: defer \$13,000 for Community garden to FY19-20
- 26 3. Parks and Commons CIP: reduce first entry portal to \$14,500
- 27 4. Parks and Commons CIP: reduce second entry portal to \$15,000
- 28 5. Parks and Commons CIP: move \$35,000 for new roof from FY19-20 to FY18-19
- 29 6. Parks and Commons CIP: move \$21,000 for fitness trail from FY19-20 to FY18-

30 19

31
32 Gordon moved to approve the CIP budgets for FY18-19 and FY19-20 as amended: Aye
33 -7; No -0.

34 35 **C. Marquis sign in front of commons**

36 Moore stated it would be ideal for the Facilities Manager to have a digital sign that could
37 be programmed from the inside. Hoen stated she is content with the current system,
38 especially if she gets new letters, a letter holder, and some paint on the sign. Anderson
39 gave an update on what is happening with the Planning Commission concerning digital
40 signs. Anderson noted momentum is toward not allowing digital signs. Johnson asked
41 if the current sign could be replaced. Moore asked Commissioners to research ideas for
42 a marquis sign for a future year.

43 44 **D. Commons pricing and policy changes**

1 Moore explained the Council had an issue with the 15 person limit for Room 3 free use
2 and wanted to see that number increased to 25. Moore noted Councilors had concerns
3 about deposits. Moore noted the City has not been collecting deposits on repeat groups
4 as there was an assumption these groups did not do damage. Hoen noted there was
5 damage from the Agate Festival and mess and trash were left after the Crab Feed.
6 Moore explained the Council expressed concern that the waiver was an unwritten
7 policy.

8
9 Johnson believed they should charge the deposit fee for all groups. Hoen noted there is
10 complacency on the part of renters who have not been placing deposits or paying for
11 damages and cleaning. Shrock believed it was a good business policy to charge the
12 deposit for all groups. Bass noted the commission has been working to eliminate
13 waivers.

14
15 Moore noted Clerk Jackson has not been charging a deposit for memorial services.
16 Gordon or Shrock indicated there is a community aspect to these events.

17
18 Hoen indicated she would create a checklist of what groups needed to complete to get
19 their full deposits back. Hoen added she would document any damages done.

20
21 Moore cited Resolution 209 from 1991 that specified the Friends of the Commons and
22 any other group that raises money expressly for the benefit of the Commons or other
23 Yachats properties would not be charged use fees. He noted the Friends of the
24 Commons, the Friends of the Library, and YYFAP fall under this description.

25
26 Gordon moved to approve changes to the rental policy of increasing community use
27 size for Room 3 from 15 to 25; to waive fees for the Friends of the Library, the Friends
28 of the Commons and YYFAP; and to not require a deposit for memorial services: Aye –
29 7; No – 0.

30 31 **IV. Other Business**

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

33 **B. From the floor**

34 Langley asserted that the cars parked in front of commons would block whatever
35 improvements are made by the sidewalks.

36
37 With no further business to discuss, Moore adjourned the meeting at 4:39 pm.

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40
41 _____
42 Chair W. John Moore

_____ Date

43
44 Minutes prepared by H.H. Anderson, March 5, 2018