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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

June 21, 2018

Draft Minutes

Chair John Moore called to order the June 21, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, Ruth Bass, Scott Gordon, and Michael Hempen. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Leads Joanne Kittel and Loren Dickenson. Audience: 8.

I. Minutes

Commissioner Hempen moved to approve the May 17, 2018 minutes: Aye – 6; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen asked for questions about her report. Commissioner Bass asked why she is suggesting an expensive mini split rather than something cheaper when the chambers had limited use. Hoen indicated the choice was consistent with the approach used throughout the building. Bass suggested a Cadet heater could cost \$200 as opposed to several thousand for a ductless one. Hempen noted the ductless also provided air conditioning. Hoen added she is looking long-term and does not know who would be using this room in the future. She added the number of units needed would depend on air circulation calculations and the installer would be able to provide efficiency measures of various heating system types.

Hempen asked about the current needs for the 501 Building. Hoen explained the floor cracks need grinding out and filling with a special epoxy. Hoen explained the structural engineer concluded the cracks were due to expansion/contraction and would likely not continue (expansion joints were not originally installed).

B. Yachats Trails Committee

Loren Dickenson noted an update to the ivy removal on OPRD native plant nursery was occurring now, not next month. Joanne Kittel added the information on the Amanda Bridge was subject to change.

C. Year to Date Revenues and Expenses – Moore noted expenses are under budget and revenues are appropriate.

III. Business

A. Volunteers Needed

Moore explained the picnic tables in the picnic shelter are in need of refinishing. Commissioners Ojeda, Hempen, Shrock, Gordon, and Johnson volunteered to help,

1 depending on the day and time. Anderson indicated she had two belt sanders and
2 several other hand ones.

3
4 **B. Heaters for Council Chambers** – postpone recommendation to next month

5
6 **C. Commons Policy Update**

7 Moore explained the changes in the document reflect the rates and policies they
8 recently made, with editorial changes to change User Support Manager to Facilities
9 Manager and City Administrator/Recorder to City Manager.

10
11 Given the pending dissolution of the Friends of the Commons, Moore suggested they
12 delete the Friends section on page 2.

13
14 Moore explained the City Manager developed a new Bulletin Boards and Advertising
15 policy on June 13, 2018.

16
17 Shrock noted in the past, private events held in the Commons could be advertised, but
18 item 2B appeared to preclude posting. Ojeda explained that section was more about the
19 right to refuse, not an outright preclusion to post. Hempen suggested they include
20 something in writing the provision. Bass noted 2B says, “will not be accepted.” Hoen
21 noted she has approved anything that is occurring in the building. Shrock suggested
22 using “may not” instead of “will not.” The first sentence of item 2 includes an extra
23 “these” (“comply with these the following...”).

24
25 Moore noted “Tobacco” is changed to “Smoking.” Bass suggested updating the second
26 sentence to, “Smoking and vaping are prohibited on Commons property.”

27
28 Moore pointed out that the Commons allows dogs, but there is sign on the outside of the
29 building that indicates no dogs. Commissioners thought dogs should be allowed. Hoen
30 noted the kitchen needs a ban because it is certified commercial kitchen.
31 Commissioners decided to move the “No Dogs” sign to the kitchen.

32
33 Moore recommended removing Disposable Plastic Bottles on page 5, as plastic bottles
34 are recyclable at 10 cents each. He added it does not make sense to ban water bottles
35 but allow soft drinks. Hoen noted the ban on water bottles was hard to enforce at larger
36 events. Commissioners agreed to remove the section.

37
38 Under Room Use Categories on page 10, Moore suggested moving “other federal,
39 state, or county government agencies” from Non Profit Use to Free Use. Moore also
40 noted they could delete Friends of the Commons under free use.

41
42 Shrock asked whether YAAS would continue to get free usage. Hoen reported YAAS is
43 now under Polly Plumb Productions. Gordon speculated YAAS would have their own
44 account under Polly Plumb.

1 Shrock asked for clarification on rules around Room 3. Hoen pointed out the only the
2 free Community Use stipulated no charging. She added if someone is paying for room,
3 they could charge any amount.

4
5 Gordon noted the rates on page 11 should indicate, “5,7,8” not, “3,5,7,8” as is.

6
7 Moore suggested removing the key deposit requirement. Hoen noted they are
8 collecting larger deposits and a non-returned key cost could be deducted from that
9 deposit.

10
11 Commissioners discussed whether food or drinks should be allowed on stage. The “No
12 food or drinks are allowed on the stage” (page 16) requirement would be difficult to
13 enforce. Several noted performers often have beverages. Commissioners decided to
14 state, “No food allowed on stage. Liquids on stage must be in a spill-proof container.”

15
16 Gordon moved to approve the Commons Policy Manual as amended above: Aye – 6;
17 No – 0.

18
19 **D. 804 Trail South** – no update at this time

20 21 **IV. Other Business**

22 **A. From the Commission**

23 Hempen suggested creating a Yachats Volunteer Appreciation day, week, or month.
24 Rod Smith reported there is an annual volunteer appreciation dinner at a local
25 restaurant. Smith believed Bev Wilson coordinated the dinner. Commissioners
26 suggested discussing the topic it at the next meeting.

27
28 Johnson wanted to know how the Chamber related to the City. Gordon noted they
29 sponsor a Crafts Fair, the Mushroom Festival, and other events. Moore recommended
30 Johnson talk to Linda Hetzler, the Chamber President.

31 32 33 **B. From the floor**

34 Hoen noted she has been asked to have a court painted into the floor when new flooring
35 is installed. Gordon noted the potential for confusion if painted for all the different
36 sports. Hoen indicated she was told they only want one boundary that could be used
37 for pickletball, volleyball, and whiffle ball.

38
39 Rod Smith noted there is a recreation site about a mile up river that is managed by the
40 Port of Alsea which could be made into a park or bike camping area. Hoen explained
41 the site was just past water works/Salmon Creek on the north side of the road. Smith
42 stated the site is not currently maintained. Hoen estimated the area to be an acre if
43 blackberries were cleared. Johnson noted Port was planning to do something there 6-8
44 months ago, and she was under the impression that the Port was no longer going to
45 work on that project.

1 With no further business before the Commission, Moore adjourned the meeting at 3:54
2 pm.
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8 _____
9 W. John Moore, Chair

_____ Date

10 Minutes prepared by H.H. Anderson, July 9, 2018

DRAFT