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**CITY OF YACHATS**

**PARKS AND COMMONS COMMISSION**

July 19, 2018

**Draft Minutes**

Chair John Moore called to order the July 19, 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, Derek Ojeda, and Michael Hempen. Absent: Dean Shrock. Also Present: Facilities Manager Heather Hoen, Trails Leads Loren Dickenson and Bob Langley. Audience: 7.

**I. Minutes**

Commissioner Ojeda moved to approve the June 21, 2018 minutes: Aye – 6; No – 0.

**II. Reports**

**A. Facilities Manager**

Facilities Manager Hoen reported the City has developed an agreement with the insurance company to keep the by donation classes operating with proceeds going to the City; Northwest Roofing plans to start on July 23, 2018; Alsea Bay Granite has remitted a check for \$8,500 to cover some of the costs of replacing the faulty floor in the multipurpose room; and Public Works has begun to repair the cracks in the 501 Building floor. Hoen explained they are still working out a system for locking and unlocking the Picnic Shelter

Moore thanked Loren Dickenson, Scott Gordon, Michael Hempen, Bob Langley, and Helen Anderson who helped sand and refinish the picnic tables.

**B. Yachats Trails Committee**

Loren Dickenson reported as of three months ago, the turnout for Trails work groups has been heavy and they have been able to send workers to multiple sites. Dickenson added that interpretive signage for the Amanda Trail area has been approved by the Tribe. Bob Langley invited everyone to the Trails Picnic at noon on Saturday. Langley reported volunteer hours for the past year totaled over 2,700.

**C. Year to Date Revenues and Expenses - none in packet**

**III. Business**

**A. Commons Policy Update**

Moore explained the recent updates to the Commons Policy Manual. Moore highlighted the City Manager has been approving alcohol permits, not the Council, and changed the language accordingly.

Ojeda moved to approve the update to the Commons Policy effective August 8, 2018:

1 Aye – 6; No – 0.

2  
3 **B. South Entrance Sign**

4 Moore reported the plan was to place the sign in the City's right-of-way so that it would  
5 not have to be breakaway and approved by ODOT. He noted ODOT would need to  
6 approve the sign if it were placed in their right-of-way. He noted \$14,000 was allocated  
7 in FY17-18 and Dave Rieseck was going to get bids. Another person has provided a  
8 bid of \$8,000 to create and install the south sign and to replace the circular part of the  
9 sign on the north end of town.

10  
11 **C. Picnic Shelter Decals**

12 Moore explained the sample decal for the Picnic Shelter doors contained the new City  
13 logo.

14  
15 Commissioner Bass moved to approve the proposed signage for the Picnic Shelter  
16 doors: Aye – 6; No – 0.

17  
18 **D. Multi Purpose Room Floor**

19 Hoen explained all of the floor bids are recommending glue down products. She  
20 explained one company recommended Cortex, a cork-based product advertised to be  
21 indestructible. Another company has recommended a wood composite. The third  
22 company was recommending a laminate. Hoen indicated she wanted to match the  
23 color to the existing floor so there is continuity to adjacent areas. She noted the floor  
24 would have a coating called porcelain. The proposed products have different ways to  
25 include the court lines. She added there is the option to use PVC tiles, which was the  
26 flooring before the current floating laminate. All bids include new baseboards. She  
27 noted each of the bidders was asserting their recommended product was the most  
28 durable.

29  
30 Commissioner Gordon asked about whether the laminate could be glued as it expands  
31 and contracts. Hoen indicated she was told by Abbey Flooring that this laminate has a  
32 wood backing and could be glued or nailed. Hoen noted the warranty would be the  
33 warranty that comes with the products and would be in the 15-20 year range. Gordon  
34 noted the warranty would only cover manufacturing defects, not wear. Ojeda knew of a  
35 business that was having serious problems with moisture with the Cortex (Ona bar  
36 area).

37  
38 Hoen indicated she was leaning toward the composite wood as it could be resurfaced  
39 once. Gordon noted the engineered wood is extremely durable. Commissioner Johnson  
40 asked if the thickness of the engineered wood would be a problem. Heather explained  
41 the transition between the floor and carpet could be managed with a sloping transom.

42  
43 Hoen reported the least expensive bid was from Capet Tech for \$17,272.50 for Cortex  
44 and includes tear up and removal, and the bid for the engineered wood was close to  
45 \$30,000.

1 Commissioner Hempen asked if bidders could provide consumer or commercial reviews  
2 of product experiences. Moore asked if there were other venues in Lincoln County  
3 where the products have been installed. Hoen recalled Abbey Flooring had installed  
4 vinyl at the Chowder Bowl in Nye Beach. Bass noted Abbey Flooring has a great  
5 reputation.

6  
7 Moore asked Hoen to find other venues where the products have been installed.  
8 Gordon asked Hoen to research the bevels between boards to ascertain their tendency  
9 to about retain moisture.

10  
11 Hoen asked the Commission for a recommendation for a particular type of floor.  
12 Commissioners gave consensus that the engineered wood floor would be the most  
13 ideal.

#### 14 15 **E. Pad for Garbage Can Garage**

16 Moore explained that Dahl has requested that a “garage” be created for the large  
17 trashcans by pouring a concrete pad just north of the charging station, enclosing with a  
18 fence, and adding a sloping roof. The pad would be approximately 10 x 5 feet. He  
19 noted the cans are currently strapped to the fence behind the 501 Building to keep them  
20 from blowing around. He reported Dahl does not want to deal with strapping and would  
21 rather just pull the cans in/out. Commissioners discussed other possible locations.  
22 Commissioners agreed the best area would be on the Skate Park side at the south end.

23  
24 Hempen moved to have Public Works build a garage at the south end of the Skate  
25 Board Park: Aye – 6; No – 0.

#### 26 27 **F. Yachats Big Band**

28 Gary Cleasby (King and Windsong Streets) explained the Big Band has been operating  
29 under the Friends of the Commons. He was told by Rose Valentine that they would be  
30 placed under Polly Plumb Productions, and he was of mixed opinion about that  
31 placement. Cleasby noted they carry their own insurance, have been operating for 21  
32 years, and draw people from outside the local region. He explained they use their  
33 proceeds to purchase music and equipment.

34  
35 Cleasby explained Friends and Big Band have been splitting the \$5 donations. He  
36 reported the Friends have been providing refreshments. He stated the Friends’ portion  
37 was typically just over \$1,000 and Big Band’s around \$900. He added they pay mileage  
38 fee for musicians who come from other areas and they basically break even. Cleasby  
39 reported they average 40 people in the winter and 70+ in the summer. Cleasby asked  
40 that the practice of free rental for the Multipurpose Room, Room 8, and Kitchen be  
41 extended to the Yachats Big Band.

42  
43 Moore noted Friends have set up tables and provided coffee, and the City could not  
44 provide that service. Cleasby indicated they could do that themselves.

1 Anderson noted nonprofit rates are \$9 per hour for Room 8 and \$15 for the  
2 Multipurpose Room. Bass suggested that they not be treated any differently from One  
3 of Us Productions.

4  
5 Gordon moved to allow the Yachats Big Band to split the gate proceeds with the City in  
6 lieu of payment of rent: Aye – 6; No – 0.

7  
8 Moore asked for a motion to include this motion in the language of the Commons Policy  
9 and Rental Fee Structure.

10  
11 Bass moved to include the exception for Yachats Big Band into the Commons Policy  
12 Manual and Pricing Policy: Aye – 6; No – 0.

13  
14 Cleasby clarified he needed to send the insurance certificate to the City.

#### 15 16 **G. Yachats Volunteer Appreciation Day**

17 Postponed to August 2018 meeting.

#### 18 19 **H. Heaters for Council Chamber**

20 Hoen reported she received an estimate for ductless heaters of \$5,190 for City Hall and  
21 \$5,458 for Room 1. Hempen Clarified those prices do not included rebates. Hoen noted  
22 the price includes installation and electrical. Hoen was not sure about the rebate but  
23 thought the commercial rebate rate was around \$1,000 each.

24  
25 Bass was in favor of using space heaters because of the lower cost and the low room  
26 usage of Room 1. Commissioners discussed how cold the room can get in the winter,  
27 how warm it can get in the summer when the room is full, how City staff all have space  
28 heaters at their desks, and possible savings in electric costs.

29  
30 Hempen moved to approve the purchase of two heat pumps, one for Room 1 and one  
31 for City Hall. Aye – 5; No – 1 (Bass).

#### 32 33 **I. 804 Trail South**

34 Langley reported the Trails Committee presented their recommendation to Council and  
35 nothing has happened since. He noted if they were to pursue a large grant, they  
36 should approach the project in one phase. However, for smaller grants, they could  
37 develop the project in phases with three sections. Langley explained the Trails  
38 Committee was not planning to write grants.

39  
40 Ann Stott noted the trail is area is not navigable with a walker. She added that the City  
41 Council seemed hesitant to make any decision.

#### 42 43 **IV. Other Business**

##### 44 **A. From the Commission**

45 Hempen asked to revisit the situation for One of Us Productions and rental fees. Moore  
46 recalled that at the time the Commission made the changes to the rental schedule, he

1 was under the directive to eliminate all exceptions. Moore indicated that now that the  
2 Friends were not available to help people, the City needed to take into account special  
3 considerations. More indicated this topic would be on the August 2018 agenda.

4  
5 Hempen asked for an update on the filling of cracks in the floor of the 501 Building.  
6 Moore indicated he was not certain, but heard they are trying a different approach from  
7 the original attempt to pour in epoxy.

8  
9 **B. From the floor - none**

10  
11 With no further business before the Commission, Moore adjourned the meeting at 4:19  
12 pm.

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19 W. John Moore, Chair

\_\_\_\_\_ Date

20 Minutes prepared by H.H. Anderson, August 2, 2018  
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