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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

November 15, 2018

Draft Minutes

Chair John Moore called to order the November 15, 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, Scott Gordon, and Michael Hempen. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Leads Joanne Kittel and Loren Dickenson. Audience: 11.

I. Minutes – October 18, 2018

Commissioner Hempen moved to approve the October 18, 2018 minutes as presented: Aye – 5; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen reported Mike Powell, flooring installer, needed someone to pick out a color for the Multipurpose Room floor. The Commission agreed to have Hoen pick a color that closely matches the existing floor.

Hoen reported the following for maintenance:

1. Up to \$1,000 for a roll of bird netting for the Pavilion. She explained bird netting would be the most durable product. Hempen asked who would do the work. Hoen indicated she could have Public Works assist her. Moore speculated that Parks and Commons could round up some volunteers to help. The Commission agreed to have Hoen proceed with purchase of the netting.
2. Significant dry rot in the barge rafters and the fascia, which hold the gutters. Hoen did not have an estimate for cost.
3. Linda Hetzler indicated she believed the Friends of the Commons would purchase a replacement refrigerator. She explained they were looking at a single door model that could hold full sheets.
4. Some people were not pleased with placing the garbage cans in front of the mural. She talked to Dahl and Public Works, who agreed they could keep the cans where they are and erect walls and add a roof at that location.

Commissioner Johnson moved to amend the previous agreement to build a garbage can garage to have that garage be in the current location of the cans: Aye – 5; No – 0.

B. Yachats Trails Committee

Johnson reported she walked the wetlands and noted markers in the ground where the new trail would be. Loren Dickenson indicated they are calling that the Urban Forest Trail. He reported the trail was within the City right-of-way. Joanne Kittel added Trails

1 was looking at options for fencing and possible plants to mark the trail and add privacy
2 to the nearby house.

3
4 **C. Year to Date Revenues and Expenses**

5 Moore noted they were slightly over budget on maintenance but otherwise looked good.
6

7 **III. Business**

8 **A. One of Us Productions**

9 Moore summarized the history of the arrangements for One of Us Productions using the
10 Commons. He noted the arrangement with Linda Hetzler was not a permanent solution.
11 He indicated he wanted to revote today to break the tie on the arrangement negotiated
12 with the One of Us Board.
13

14 Commissioner Shrock stated he was concerned with setting a bad precedent on
15 granting exceptions. Shrock noted how the issue around vacation rentals was handled
16 with a pilot program. He noted how many groups expected deals. Commissioner
17 Gordon asserted the situation was not “going well” and believed the Commission
18 needed to do something.
19

20 Commissioners discussed the different perspectives of paying rent, noting while the City
21 did not raise fees, One of Us experienced an increase in their fees from \$400 to over
22 \$1,000. Moore stated he underestimated the public outcry over One of Us, and he
23 understood Shrock and Johnson’s perspectives.
24

25 Gordon move to give One of Us Productions a rate of 25% of their net profits from each
26 of their productions to cover the rent for the Multipurpose Room, Room 8, and coffee
27 service, up to two nine-performance productions per year: Aye – 5; No – 0.
28

29 Hempen clarified Hetzler would pay the nonprofit rate while her agreement with One of
30 Us was in effect.
31

32 **B. CIP**

33 Moore explained the Finance Committee was tasked with producing a five-year project
34 plan. He handed out reports on CIPs for the Commons and Visitors Amenities.
35

36 Moore noted the Finance Committee had to trim \$800,000 from projects this year. He
37 explained that consequently funding for public restroom got pushed back to the FY19-
38 20. Moore summarized the City had recently had several large projects: \$500,000 for
39 the 501, \$750,000-\$800,000 to underground utilities on Hwy 101, and \$1 million for the
40 South. He explained money was taken from reserves to pay for some of these projects,
41 and the City now needed to rebuild the reserves. He also mentioned that the Little Log
42 Church needed significant work, and the Little Log Church was a “need” and not a
43 “want.” Moore reported the Council passed a resolution last night to move City Hall to
44 501 Building, which would add more expenses. He reported the costs of both of these
45 projects were unknown. Consequently, Moore asked the Commission to consider
46 moving the public restroom project back another year. He also suggested they could

1 scale back the project as it was currently estimated at \$60,000, which meant the City
2 would need to pay prevailing wages, adding another \$10,000 to the project labor costs.

3
4 Shrock did not think cancelling the project was warranted as they had already voted to
5 build a restroom. He also thought it would not be a problem to postpone it or to lower
6 the total cost.

7
8 Commissioners talked about how the reserves could be built-up.

9
10 Moore suggested they move a \$45,000 project to FY20/21 for public restrooms.

11
12 Moore noted the CIP report had \$28,000 for a YYFAP Courtyard. No Commissioners
13 were aware of what that project entailed. The Commission agreed to remove this
14 project.

15
16 Moore explained the Trails Committee had decided to not proceed with the fitness trail
17 that was scheduled for FY19/20 at \$21,000. Kittel reported that the trail was not a good
18 idea. The Commission agreed to remove this project. Kittel would like to see money
19 put into the 804 Trail enhancements.

20
21 Gordon suggested the Fire Circle would get used, but agreed it could be pushed back.

22
23 Kittel explained the Native American Court was a place where the Native Totem
24 currently in front of the building would be permanently placed. Kittel reported she talked
25 to the person who donated the pole, and he was concerned it would get vandalized
26 behind the Commons. Kittle indicated there was flexibility around the where it would be
27 placed. The Commission agreed to postpone moving this pole.

28
29 The Commission also agreed to move back the entry portals and the main entry
30 improvements.

31
32 Commission agreed to remove the Community Garden. Johnson believed this project
33 was to be a community garden where the brush and bulky bin now sits. Kittel noted the
34 7th Street Community Garden was half master gardeners and half public. She also
35 noted they have added plots along the highway, which are requiring maintenance.
36 Johnson asked about using Visitors Amenities funds for these CIPs. Moore explained
37 the Visitor Amenities funds were highly restricted.

38 39 **C. Finance Committee Representative**

40 Moore explained that for the last several years, the Finance Committee has been
41 comprised of persons with a financial background who solely focused on CIPs. The
42 City Manager found a resolution that established the Committee and specifically stated
43 there were to be representatives from the Parks and Commons, Planning, and Public
44 Works and Streets Commissions. He indicated in January 2019, these representatives
45 would be included on the Finance Committee. He asked the Commission to consider

1 who might want to be that representative. Moore indicated he would put this on the
2 agenda for December 2019.

3 4 **D. Craft Fairs**

5 The group that has the November and May Fairs recently noticed their contract
6 indicated they would be charged commercial rates. Violet Young, the event producer,
7 wanted to receive the nonprofit rate. Moore indicated he told Young that they were a
8 commercial enterprise. Hoen reported she told this group in May that the fees would
9 increase and they had the information on new rates. Hoen also told the group they
10 would be subject to a fully refundable \$500 deposit. Hoen note the City had been
11 honoring contracts that had already been written, but new contracts would be issued at
12 the current rates. Moore reported he asked Young to come to the Parks and Commons.

13
14 Psychic Fair is Chuckling Cherubs is Church/nonprofit, but the Crafts Fairs are different.
15 Shrock clarified that the May and November crafts fairs were commercial and the
16 psychic fair was nonprofit as it was run by Chuckling Cherubs church/nonprofit.

17 18 **E. Commons Manual and Rate Sheet**

19 Moore explained he separated the rate sheet from the Policy Manual so that the entire
20 manual would not need updating when rates change. He took the Policy Manual update
21 to Council, and Councilor Frye asked that the rate sheet be included with what Moore
22 gave to Council to review. Moore indicated he would update the rate sheet with the
23 One of Us agreement and present that to the Commission at the December 2018
24 meeting. Shrock clarified that Polly Plumb was financially managing YAAS so they
25 were at a nonprofit rate.

26 27 **IV. Other Business**

28 **A. From the Commission**

29 Hempen reported he looked into getting a bench from Lincoln County Transit so people
30 could sit while waiting for the bus. He reported there was space around the Little Log
31 Church for a bench. Hempen indicated Lincoln County Transit was willing to provide
32 the bench. Hempen noted a decision had not yet been made about the direction of
33 traffic on Ocean View, so the location might change. Moore indicated he would find out
34 from Lincoln County Transit how much the bend weighed.

35
36 Hempen moved to recommend to accept a bus stop bench from Lincoln County Transit
37 to place in front of the Little Log Church: Aye – 5; No – 0.

38 39 40 **B. From the floor – none**

41
42 Moore adjourned the meeting at 4:10 pm.

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W. John Moore, Chair

Date

Minutes prepared by H.H. Anderson, December 10, 2018

DRAFT