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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

December 20, 2018

Draft Minutes

Chair John Moore called to order the December 20, 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, Michael Hempen, Derek Ojeda, and John Purcell. Absent: none. Also Present: Facilities Manager Heather Hoen, and Trails Leads Loren Dickenson and Joanne Kittel. Audience: 5.

I. Minutes – November 15, 2018

Page 2, Line 40: South water tank

Page 3, Line 29:

Commissioner Hempen moved to approve the November 15, 2018 minutes amended:
Aye – 6; No – 0; Abstain – 1.

II. Reports

A. Facilities Manager

Facilities Manager Hoen announced floor materials would be delivered on December 24, 2018 and would need 10 days to acclimate. She indicated the work would begin in early January 2019. Hoen highlighted that Public Works reattached a hatch on the Commons roof that blew off during a storm, the shed for the garbage cans was in progress, and the sump pump was causing problems as it required frequent monitoring during storms. Hoen explained the basement floods quickly when the sump pump was not operational. She reported the Commons building fared well in general during the storm.

Moore reported that the Friends of the Commons announced they were purchasing a new refrigerator for the Kitchen. He reported the Friends installed a hand sprayer on the sink. He recalled they distributed their cash assets as follows: YAAS - \$1,000, One of Us Productions - \$5,000, Big Band - \$1,000, Little Log Church - \$1,000, and City to cover new roof costs - \$40,000. He added that whatever was left after covering final expenses would be applied to insurance.

B. Yachats Trails Committee

Loren Dickenson thanked Craig and Sharon Berdie for their work on the Prospect Garden. Dickenson reported a record 29 volunteers showed up for the December YIPS! work session. Kittel reported Doug Barrett, a member from the Coos-Umpqua Tribe, visited and had praise for recent trails work. She added they submitted a grant application to Three Rivers Foundation for \$10,000 for the suspension bridge.

C. Year to Date Revenues and Expenses - none

III. Business

A. Commons Manual Final Review

Moore explained the draft of the manual in the packet represented all the work they had approved to date. He noted they should change rate sheet date from March 1, 2018 to January 2, 2019. Moore explained he removed references to renting the 501 Building. Hoen explained that groups can use the black chairs outside if they had a contract to rent the Pavilion.

Commissioner Shrock asked if the 501 Building should be included in the listing of City property. Moore noted the building would not be under the jurisdiction of Parks and Commons but it does rest within the area of the Parks Master Plan. Commissioner Johnson stated it was unclear as to what properties Hoen serviced. Commissioner Ojeda wondered if the Little Log Church should be included. Councilor Berdie asserted that Council had not made a decision as to whether that facility would have rental space. Manager Beaucaire suggested the Commission keep the description broad so that future uses could be accommodated. Commissioner Gordon agreed that the statement should be kept broad. The Commission agreed that unless the 501 Building become rentable again, the 501 Building need not be included in the manual. Commissioner Purcell suggested simply deleting the "4.85 acres" from the statement so boundary streets described the area. Commissioners agreed to remove the 4.85 acres statement.

Purcell noted there was a reference to Appendix A in the draft but there was no Appendix A in the packet. Moore clarified Appendix A does exist but it was not attached to the manual in the website documentation.

Gordon moved to approve the manual with removal of "4.85 acres:" Aye – 7; No – 0.

Gordon moved to approve the rental rates with the correction of the date and the rental pricing policy as amended: Aye – 7; No – 0.

B. Finance Committee Representative

Moore indicated Council would be finalizing the Finance Committee structure at their January 2, 2019 meeting. He explained the Finance Committee would include a representative from each Commission.

Hempen nominated Commissioner Purcell as the Finance Committee representative: Aye - 7; No – 0.

IV. Other Business

A. From the Commission

Moore stated the Commission would be electing a Chair and Vice-Chair at the January 2019 Parks and Commons meeting. He noted current Vice-Chair Ojeda would open that meeting.

1 Hempen asked Hoen if she had a solution to the sump pump problem. Hoen explained
2 the soft debris that gets into the drain grate. The Commission agreed that getting the
3 sump pump wired into the generator system would resolve the power problem. Purcell
4 volunteered to help Hoen research the situation.

5
6 Hempen agreed to back up Purcell on the Finance Committee.
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8 On behalf of the Commission, Hempen thanked Moore for his dedication and work on
9 Parks and Commons.
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11 **B. From the floor**

12 Public Works and Streets Chair Bob Bennett asked the Commission and the Trails
13 Committee if they could help determine a means to cross the ditch at Marine Drive and
14 Highway 101 as an evacuation route. He indicated the work would need ODOT
15 approval. Bennett stated they might be able to get grant funding to cover the project.
16 Moore clarified that Bennett wanted Parks and Commons to add the project to their CIP
17 list. Bennett guessed that the cost could be \$5,000 to \$6,000. Bennett estimated the
18 path would need to be 4 feet wide. Purcell noted that access would go across private
19 property on the Spring Hill side of the ditch. The Commission did not know for certain if
20 there was already an easement for trails in that area. Bennett clarified he wanted the
21 project included for FY19-20 and there would likely be grant money for the project. He
22 added that the timing and the costs would largely depend on what ODOT requires.
23

24 Purcell moved to create a \$5,000 CIP for a path/bridge to cross the ditch at Marine
25 Drive and Highway 101 to reach Spring Hill as an emergency evacuation route: Aye –
26 7; No – 0.
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28 Moore adjourned the meeting at 3:47 pm.
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36 W. John Moore, Chair

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36 Date

37 Minutes prepared by H.H. Anderson, January 6, 2018
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