

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
REGULAR MEETING
December 21, 2017

Minutes

Chair John Moore called to order the December 21, 2017 meeting of the Parks and Commons Commission at 3:01 pm in Room 1 of the Yachats Commons. Members present: John Moore, Michael Hempen, Linda Johnson, Dean Shrock, Derek Ojeda. Absent: Ruth Bass, Scott Gordon. Also Present: Facilities Manager Heather Hoen. Trails Leads Loren Dickenson and Joanne Kittel. Audience: 5.

I. Minutes

Commissioner Shrock moved to approve the November 16, 2017 minutes: Aye – 5; No – 0. Minutes approved.

II. Reports

A. Facilities Manager

Facilities Manager Heather Hoen asked about the process for giving her report. Moore indicated he would send the report to Commissioners prior to meetings for their review. Hoen summarized her written report.

Commissioner Johnson wanted clarification on the work done on the men's bathroom. Moore got consent from Commissioners on Hoen's suggested improvements: installation of weatherproofing, repair and paint on entry to Multipurpose room (\$200), repainting doors to match interior (\$100 each, total \$900 maximum), installing two coded lock boxes (\$50-80), and adding a deposit for keys. Moore approved keeping the heat at 62 degrees.

Hoen asked the Commission how she could be set up a new exercise class requested by a teacher. She noted three gyms in Newport indicated they have the instructor and participants sign insurance/liability waivers. Moore noted the Friends would not likely cover insurance given their hiatus and the City would soon be discussing insurance options. Shrock asked for clarification on how insurance is handled for the current exercise classes, and Hoen indicated the Friends are covering the by-donation classes.

Schrock asked how other exercise classes were insured. Hoen indicated all of the by-donation classes are under the Friends of the Commons at present. Moore suggested a fee for the class might cover the insurance fee.

Hoen noted many people assume they can use Room 8 as a staging room when renting the multipurpose room. Hoen suggested they might be able to add an amount less than the full amount of Room 8 for use as a green room. Hoen clarified she needs to know whether to block out Room 8 for a multipurpose room event. Johnson asked how busy the rooms were. Commissioner Ojeda was favorable to offer a lower rate when used as a green room.

1 Moore believed changes in policy are not appropriate at this time due to the extensive
2 recent changes. Shrock and Hempen were favorable to not making changes at this time.
3 The Commission decided to allow usage of Room 8 for staging if it is not otherwise rented.
4 Hoen will continue to inform users they should reserve Room 8 if they will be using it.
5 Johnson wanted to ensure the issue would be addressed in the future.
6
7

8 **B. Yachats Trails Committee**

9 Johnson asked about the possible archeological site west of the Landmark mentioned in the
10 report. Trails Lead Joanne Kittel reported archeologist Molly Manion previously indicated
11 they would need to do the site samples every twenty meters. Kittel has asked SHPO
12 (Oregon State Historic Preservation Office) to provide her information with their
13 requirements. Kittel was given an estimate of \$7,000-8,000 per core sample. Kittel has
14 been talking to the tribes about archeologists who might be involved.
15

16 Moore noted Lincoln County is planning to do an overlay in the area between the Landmark
17 and the State Park. He indicated there was not enough room to have two lanes of traffic
18 and a trail on the current paved area. Kittel stated there is plenty of room for the trail when
19 there is one lane of traffic. Kittel indicated she is mostly interested in getting a cost estimate
20 should they have to move the trail into unpaved areas between the current road and the
21 river.
22

23 Kittel noted she has applied for a \$1,500 grant from Three Rivers Foundation to replace a
24 deteriorating information display box along the Amanda Trail.
25

26 **C. Friends of the Commons – no one present**

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

28 **III. Business**

29 **A. Commons Rental Rate Structure**

30 Moore reported he was asked by Councilor Greg Scott to ask the Commission to consider
31 letting nonprofit and informal groups use Room 3 for free. Schrock wanted to know the
32 frequency of usage for Room 3 and how they would decide who got to use the room for
33 free. Shrock believed they were charging too much for Room 3. Hoen wanted to know if
34 paying groups could bump non-paying groups. Shrock noted the Health Education Center
35 in Newport indicates what type of groups would fall under the free category. Hoen indicated
36 it would help her to provide more detail on who falls into which rate classification group.
37 Hoen noted Room 3 will get used more when the 501 Building is no longer available. Moore
38 asked Commissioners to think about the issues, and they will revisit the matter in January
39 2018.
40
41

42 Moore also reported Scott wanted the Commission to recommend that the City cover the
43 insurance. Moore referred to information from the City's risk management consultant from
44 CIS (City and Counties Insurance for the State of Oregon) who highly recommends having
45 users provide insurance. The City's score on best practices would go down if the City were
46 to provide insurance, and consequently the City's insurance rates would increase.
47

1 Additionally, CIS will not cover negligence on the part of the user.

2
3 Shrock asked about the Friends of the Commons saying the Commons is becoming an
4 events center rather than a community center. He believed the Friends could support the
5 community by providing insurance. Moore indicated the Friends have accumulated
6 significant reserves, and he believed insurance would be an appropriate use of the funds
7 the Friends has, as the Friends' role is to support the Commons.

8
9 Hoen asked for clarification on what constitutes a "special event" for insurance purposes.
10 Moore indicated insurance companies use risk models to make assessments of various
11 types of activities.

12
13 Commissioner Ojeda noted insurance premiums went up beyond the budgeted amount on
14 the financial report. Moore believed the rates were going to remain at the higher amount.

15 16 **B. Public Restroom south bay**

17 Moore reminded Commissioners the City does not own property south of the bridge along
18 the bay where they could place a public restroom. Johnson reported Dave Rieseck of Koho
19 was not willing to place a bathroom in front of homes, and the other areas are archeological
20 sites with shell middens dating back 9000 years. Moore indicated this issue could now be
21 removed from the agenda.

22 23 **C. Ballfield**

24 Given changes in City, Moore suggested the Commission remove this item from the agenda
25 until further notice. Commissioners consented.

26 27 **D. Yachats Parks Master Plan – on the agenda as item G**

28 29 **E. Election of Commissioners**

30 Moore reported Commissioners Gordon and Bass are reapplying for their seats. Shrock
31 moved to ask the City Council to reappoint Ruth Bass and Scott Gordon to the Parks and
32 Commons Commission: Aye – 5; No – 0.

33 34 **F. Fence/Railing by sidewalk in front of Commons**

35 Moore referred to a photo he included in his report and summarized the issue with the
36 sidewalk in front of the Commons being a liability with the current drop off. Moore
37 suggested they put a curb along the yard-side of the sidewalk with a railing so that it would
38 be ADA compliant. Shrock was in favor of a fix the safety issue but believed the
39 appearance should fit the master plan of the City spaces. Ojeda suggested asking some
40 local people skilled in the area to present ideas. Johnson wanted the look and feel to be
41 consistent with the architectural image. Commissioner Hempen agreed they should stay
42 with the theme, and was emphatic about getting the matter remedied soon.

43
44 Moore suggested Commissioners each search for ideas that would blend with the current
45 theme and to bring those ideas to the next meeting. Shrock wanted to consult with Dave
46 Rieseck, as he was the one who designed the Commons Master Plan. Johnson indicated
47 she would discuss the issue with Rieseck. Commissioners discussed aspects of the

1 Commons Master Plan. Moore noted there is money budgeted over the next four years for
2 the wetlands entry portals. Johnson believed Rieseck currently has plans, materials, and
3 labor to build the arbors/portals.
4

5 **G. Draft Parks Master Plan**

6 Moore noted City Planner Larry Lewis has drafted a Parks Master Plan based on Rieseck's
7 Plan to help with funding for future projects. Shrock asked about the blank lines on the third
8 to last page, suggesting these numbers should be known (acreage and frontage). Ojeda
9 asked about the costs estimates from 2011 on pages 27-28 and the accuracy of those for
10 today. Moore noted some parts have been completed and some items are currently in the
11 CIP. Commissioners consented that the plan looked appropriate.
12

13 **IV. Other Business**

14 **A. From the Commission**

15 Hempen asked about the lights on the northeast corner of the Commons. Moore indicated
16 Western States Electric provided an estimate of \$792. Moore had asked Friends of the
17 Commons President Valentine about covering that cost. She wanted to see another
18 estimate. Shrock suggested D&S Electric (Dutch).
19

20 Johnson noted she uses motion-activated lights around her home and wondered why these
21 could not be used for that area. Ojeda agreed the motion lights would be timely and cost-
22 effective. Hoen noted it can sometimes be difficult to set the detection range. Moore will
23 ask D&S about the appropriateness of motion lights.
24

25 Hempen asked for clarification on how by-donation monies are handled, noting last month's
26 minutes indicated Valentine stating the Friends would give half of the by-donation money to
27 Parks and Commons every six months. Moore stated that previously by-donation groups
28 would randomly bring money to City Hall, and eight months ago the Friends took over
29 management of those funds with the condition that they can keep the money.
30

31 Moore noted next month the Commission will need to elect the Chair and Vice-Chair.
32 Moore noted he will likely be absent at one of the next meetings.
33

34 Shrock indicated he will be absent in April 2018.
35

36 Hoen asked if she needed to get approval for purchases of small things such as adapters.
37 Moore stated she does not need approval from this Commission and suggested she notify
38 the City Manager.
39

40 **B. From the floor - none**

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42 With no further business to discuss, Moore adjourned the meeting at 4:17 pm.
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46
47

1 Chair W. John Moore

Date

2

3 Minutes prepared by H.H. Anderson, December 31, 2017

DRAFT