

1 CITY OF YACHATS
2 **Parks and Commons Commission**
3 **Meeting Summary**
4 April 5, 2022
5

6 Present: Adam Altson, Fran Morse, Catherine Whitten-Carey, Michael Hempen, George
7 Mazeika, Chair, Craig Berdie, Dean Shrock, Tim Gross, Civil West, Rick McClung,
8 Loren Dickinson, Joann Kittel, Bob Langley

9 **I. CALL TO ORDER**

10 Meeting called to order at 2:14 pm by Chair, George Mazeika.

11 **II. CORRESPONDENCE/ COMMUNICATIONS**

12 (0.28) None.

13 **III. REPORTS**

14 **A. Trails**

15 (2: Mazeika referred to the report included in the meeting packet. Kittel
16 advised the work at the Amanda Trail being done by the Trails and Job
17 Corps is progressing very well and will be complete soon. Langley said the
18 extension of the Y'Xaik Trail has been completed at the north end.

19 **B. Boardwalk Project**

20 (2:52) Presentation made by the Trails Committee along with multiple
21 documents included in the meeting packet. Langley gave a summary of
22 what has been done so far in the process. They asked for a workup from
23 Civil West for a boardwalk using, composite material, LED under the rail
24 lighting and composite rail with stainless steel wire.

25 (6:06) McClung indicated the project will cost \$900,000 - \$1M not counting
26 the undergrounding of power. He advised grants will be pursued and most
27 of the costs will end up being covered by grants. \$710,000 of "hard costs"
28 with a 30% contingency of \$213K. Advised Civil West is currently working
29 on the cost of undergrounding the power.

30 (7:32) Gross indicated the boardwalk can be done with or without
31 undergrounding the power. He knows it is preferred to have the poles
32 gone but right now one of the poles has a light on it so they are working to
33 resolve that issue.

34 (8:36) McClung indicated that the Commission should indicate that the
35 poles should be removed and the power put underground. McClung stated
36 the cosmetics would be much nicer.

37 (9:06) Kittel talked about indicated sources of funding: the Visitor
38 Amenities Fund, the 804 Mitigation Fund, Local Government Grant
39 (Annually) will be applied for in 2023 and it funds projects up to \$700K
40 with matching from the City at about 10%, Recreational Trails Grant every
41 January which is \$100K with a 20% match, Also looking at a grant from

1 Travel Oregon and OCVA (Oregon Coast Visitors Association); View the
2 Future started a fund for the boardwalk last year and there is \$26K in that
3 fund. She advised there are also smaller grants available that could cover
4 “extras”.

5 (12:47) Dickinson agreed when Langley advised the timeline for the
6 project is not locked in stone. He referred to the estimated timeline
7 included in the packet. He advised it will be updated as the project goes
8 through its different phases. He indicated things that would affect the
9 timeline are: getting on City Council’s agenda and timelines set between
10 McClung and the contractors. He stressed the timeline is very general and
11 will change.

12 (15:03) Berdie asked what type of payment structure there was on a
13 project such as this. Dickinson explained that they presented the design
14 aspect but this project is more CIP and McClung can answer those
15 questions. McClung referred to Gross of Civil West.

16 (16:30) Gross explained the bidding process and how contractors may
17 structure their payments, usually monthly payments with a percentage
18 retained. He did indicate that payments requested should match the
19 amount of work that has been completed. McClung and Gross continued
20 to discuss how payments may be structured. Gross discussed the
21 undergrounding of power and that it is a totally separate project and PUD
22 will request their costs up front. They also discussed timing of PUD work
23 depended on what type of transformer would be needed ranging from two
24 to three months to a year. McClung referred to the sale of the Landmark
25 property and advised that had a three-phase transformer and the
26 purchase of that property would save money on the boardwalk project.

27 (21:08) Mazeika asked if the boards were running parallel or perpendicular
28 to the street. Langley said that has not been determined yet as there are
29 ADA considerations. Mazeika then asked about lighting choices.

30 Dickinson responded saying lighting will depend on the new City
31 Ordinance and went on to say project lighting is different than street
32 lighting and the team has yet to determine if street lighting is needed.

33 (22:28) Mazeika then asked about the impact of the undergrounding of
34 power on the timeline and who was paying for the archaeology. McClung
35 responded that the City would be responsible for the archaeology and that
36 he did a walk through with PUD a couple months ago. He advised if the
37 need for a three-phase transformer could be eliminated the cost of
38 undergrounding would be significantly less. Langley advised SHPO
39 doesn’t want to weigh in until engineering is at least 80% complete.
40 Discussion was held regarding timing of the boardwalk versus
41 undergrounding the power.

1 (25:52) Stott interjected that it seemed like two separate projects and that
 2 the undergrounding perhaps needed to go first. She recommended that it
 3 be presented to Council as two separate projects.

4 (26:39) Berdie asked about the length of railing for the boardwalk and then
 5 a separate amount for an overlook. Gross addressed why it was
 6 presented in the manner it was.

7 (28:30) Quinton Smith of Yachats News asked about the superstructure/
 8 pilings under the boardwalk and how far out they would go. Gross
 9 explained the construction and location.

10 (30:33) Langley then asked the Commission if they were comfortable with
 11 what has been presented if they would go to City Council and ask Council
 12 to approve McClung to obtain engineering services.

13 The Commission after listening to the presentation from the design team,
 14 recommends that the City Council do the same and subsequently
 15 authorize city staff to contract for design engineering services through the
 16 project board, to be considered separately and independently from any
 17 undergrounding. Discussion was held and Gross indicated that approving
 18 and moving ahead with the undergrounding is good, but actually doing it
 19 before the boardwalk would be a mistake as it would get in the way. The
 20 two projects need to be coordinated.

21 (37:02) Mazeika made the motion that: **Parks and Commons**
 22 **recommend to City Council to approve ~~move forward with the~~**
 23 **undergrounding of electricity utilities from Beach Street to Highway**
 24 **101 and take whatever steps necessary to find out what the cost will**
 25 **be to facilitate compliment the Boardwalk Project.** Discussion was
 26 held on wording of motion (changes indicated above via strikeouts and red
 27 print). Further discussion was held regarding possible costs and wording
 28 of motion

29 **Vote:** Altson, yes; Berdie, yes; Hempen, yes; Morse, yes; Shrock, yes;
 30 Whitten-Carey, yes; Mazeika, yes. **Motion Carried unanimously.**

31 (39:53) Langley restated his wording for a motion: **The Parks and**
 32 **Commission after listening to the presentation from the Boardwalk**
 33 **Design Team, recommends that encourages the City Council ~~do the~~**
 34 **same to ask for a similar presentation from the Design Team and**
 35 **subsequently authorize city staff to contract for design engineering**
 36 **services. through the project board.** *Note: This did not actually come*
 37 *from a Commission member; is it considered a viable motion pursuant to*
 38 *Oregon Public Meeting Law?*

39 **Vote:** Altson, yes; Berdie, yes; Hempen, yes; Morse, yes; Shrock, yes;
 40 Whitten-Carey, yes; Mazeika, yes. Discussion was then held on the best
 41 way to getting the motion in front of City Council in a timely fashion.

1 (42:53) Hempen thanked the Design Team for the many hours they put
2 into the Boardwalk Project and advised they did a great job.

3 **C. Little Log Church**

4 (43:36) Mazeika advised he has heard nothing from the City and Miller
5 also advised he has heard nothing. He asked to set up a meeting with
6 Mazeika and Lambert on how to go forward. Gross interjected he has
7 been talking with Lambert regarding structural evaluation of the church.
8 Discussion was held on the value of another structural evaluation. Gross
9 advised the last evaluation was apparently not structural and he felt the
10 costs associated with rehabilitating that structure seem out of line. Miller
11 also advised that fund raising for this year has already exceeded what was
12 raised last year.

13 (46:11) Berdie indicated there was now a porta potty at the Little Log
14 Church, assuming it was placed there due to human waste being a
15 problem. He also mentioned there was someone camping out in the front
16 doorway making it “visually unappealing”. Discussion held on how to deal
17 with the issue. Smith brought up code enforcement and it should be
18 handed off to the City Coordinator and Facilities Manager. Further
19 discussion was held regarding unhoused camping in the wetlands and
20 other places.

21 **IV. ONGOING BUSINESS**

22 **A. Pocket Parks**

23 (49:31) Mazeika advised he spoke with the archaeologist and was told it
24 was about a week out from filing for permits.

25 **1. Plant Pickup and storage**

26 (50:43) Berdie advised he needs help, picking up plants on April 15th.
27 The nursery suggested getting 2x4s for put in the van to help separate
28 levels of plants and then delivering them to Beaver Creek Nursery.
29 Giving Berdie their key code so he can go weekly to insure the
30 irrigation system is working. Discussion on commission members
31 helping get plants and supply 2x4s. Discussion held regarding
32 MidCoast Watershed and the great volunteers in Yachats that also go
33 outside their community.

34 **2. Archaeology Study**

35 (55:04) Mazeika indicated that information from the archaeologist
36 indicates he should hear back from SHPO by the middle of May and be
37 able to start the archaeology on the pocket parks. Asked about
38 discussing benches and signs.

39 (55:33) Whitten-Carey said she never got feedback from her last
40 presentation so she and Shrock have questions. She presented a
41 mockup of a cliff edge danger sign. It was determined that multiple bids

1 are not required for a project like this. She also presented a sign for
2 Peace Park, since on maps it is called Oceanview. Berdie advised
3 Whitten-Carey that she could investigate price and recommend a
4 vendor but the final decision comes from the City.

5 (1:00:52) Hempen advised Morse, Berdie and he have a good idea
6 what they want to recommend for benches as to size, if they are good
7 size for discouraging sleeping, how they would last in the environment
8 and they can make a firm recommendation at the next meeting. Berdie
9 said the main thing is if they need to be reinforced into the ground is
10 that a SHPO question so that will make a difference in what they
11 select. Whitten-Carey asked if archaeology would also affect putting
12 stakes in the ground for the signs. She then asked about time frame.
13 Berdie thought the benches and signs could proceed so they would be
14 ready after the archaeology report came through.

15 (1:04:03) Altson asked if the benches for the boardwalk would be the
16 same or complimentary to the pocket park benches. Discussion
17 ensued, especially getting styles that discourage sleeping on them.

18 **B. COMMONS PAINTING**

19 **1. Interior Update**

20 (1:09:18) Mazeika asked if Whitten-Carey has heard any more from
21 SeaRose. He knows the family was dealing with Covid but thinks they
22 are back to work now. She has not heard anything further. She advised
23 what information she did have regarding the painting. Whitten-Carey
24 indicated she was frustrated as there are repairs and such that need to
25 be done while SeaRose is there “with paint in their hands” and none of
26 them have been done. SeaRose also wanted to know the schedule for
27 the Commons to make sure they work around them. Discussion was
28 held regarding Big Band on the 7th and things being stored on the
29 stage.

30 (1:13:40) Shrock talked about the wonderful communication they
31 Commission had with Heather Hoen and if that was going to be picked up
32 by the new person. Also felt that the Facilities Manager and City
33 Coordinator should sit in on these meetings to facilitate
34 communication.

35 (1:17:02) Hempen brought up that there was no resolution regarding
36 the Big Band using the Commons on the 7th and what was going to
37 happen with items stored on the stage. Mazeika indicated he didn't
38 want to get involved with it. Discussion on lack of communication.

39 (1:19:32) Morse suggested putting together a list of what the
40 Commission needs from a facilities manager and ask that one of those
41 things be that they attend the monthly Commission meetings. This led

1 to further discussion on who is responsible for clearing the stage.
2 Whitten-Carey advised she would check out the stage tomorrow and
3 advise what needed to be moved.

4 **2. Exterior**

5 **3. Commons Re-opening**

6 **V. NEW BUSINESS**

7 **VI. COMMONS AND OTHER BUSINESS**

8 **A. From Commissioners**

9 (1:22:49) Berdie wanted to address his Green Space project. RFPs were
10 sent to four vendors on March 14th and he hopes to get those back soon.

11 (1:23:23) He also brought up the bike racks. Mazeika said he knows
12 they've been ordered he saw the invoices; he didn't remember if there was
13 a delivery date on them.

14 (1:24:24) Altson had a thought for a future meeting and brought up the
15 osprey pole in the green space. There is no platform on the pole.

16 **B. From Staff**

17 **C. For the Next Agenda**

18 **VII. FROM THE FLOOR**

19 (1:26:29) Hempen brought up the difficulties in getting onto zoom meetings. It
20 happens every month and wants to know how to get it fixed. Discussion had
21 and Hempen asked if that could be put on the list to speak with Lambert.

22 (1:28:24) Smith advised the Commission to pressure the City Manager to
23 have in person meetings. He stated that all meetings throughout the county
24 are being held in person.

25 (1:29:09) Hempen made motion to adjourn and Mazeika adjourned the meeting at 3:43
26 pm.

27 Transcribed by Contractor, L.F. Barrett on April 15, 2022

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