



**CITY OF YACHATS**

**PARKS AND COMMONS COMMISSION**

February 21, 2019

**Approved Minutes**

**I. Call to Order**

Chair John Purcell called to order the January 17, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Michael Hempen, Linda Johnson, Scott Gordon, John Purcell, Dean Shrock, and Craig Berdie. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen. Trails Leads Bob Langley and Joanne Kittel. Audience: 4.

**II. Minutes – January 18, 2019**

Commissioner Berdie moved to approve the January 18, 2019 minutes as presented: Aye – 5; No – 0; Abstain – 1 (Berdie not present).

**III. Reports**

**A. Trails Committee**

Berdie asked about the request from Andreea Ghetie for money to replace a fallen tree and repair the trail. Purcell explained that Trails had told Ghetie that they do not provide this service and could only work in the easement. Langley clarified the request was for \$800 to \$1,000 and the Trails group did not work on private property. Purcell noted no one had officially approached Parks and Commons on the matter so the issue was not under their jurisdiction.

Berdie explained he had questions about the easement and believed the City has liability responsibility for the trail within the easement. Langley noted he had a document that indicated the owner of Gerdemann could reroute the trail as he or she deems appropriate. Purcell believed that View the Future holds the easement and was responsible for ensuring the terms of the easement were maintained. Purcell added that Trails has accepted the responsibility for maintaining the trail to the benefit of the City.

Commissioners discussed whether the City had liability for the trail portion and whether the City would carry insurance for private property. Berdie asked for more information on the easement to answer these questions.

Langley reported he heard from Joanne Kittel that she was unable to find documentation on the easement. Purcell indicated he would go through View the Future documentation to see if there was something on the easement.

Facilities Manager Hoen explained that all City volunteers are covered for limited liability and have worker's compensation, noting that the coverage only applies when the person was working during official Trails activities.

Berdie asked about the coverage for public liability. Hoen stated the City does not cover liability

1 for the general public. Langley indicated he had heard the City did cover liability for people  
2 walking on the trails, including portions of the Ya'Xaik Trail. Purcell expressed doubt that the  
3 City would cover liability on private property. Hoen explained the recreational immunity clause  
4 with the state that asserts that the public accepts liability and minimizes liability to the City.  
5 Hoen stated the agreement crossed into "gray areas." She added recreational immunity covered  
6 only grounds and not cover buildings. Manager Beaucaire did not believe the City covered  
7 anything in the Gerdemann Garden as it was not City property, but a trails worker working for  
8 Trails activities was covered with worker's compensation.

9  
10 Purcell summarized that they should start with the easement documents to understand the  
11 easement. Hoen added that the City Planner might be able to get information from the County  
12 about the easement.

13  
14 Commissioner Johnson stated that she walked the Urban Trail from the wetlands to 5<sup>th</sup> Street and  
15 noted there was not clear direction to the adjoining trail. Langley clarified that Trails had named  
16 that section the Urban Path and that they were waiting for the archeological study to find out  
17 where they could dig to install signage.

#### 18 19 **B. Facilities Manager**

20 Facilities Manager Heather Hoen explained she was just with the State Fire Marshall who had  
21 made a surprise visit. She explained there were a few issues related to YYFAP, such as the stove  
22 not having a hood, improper storage of grease and oil near the stove, grease on the back of the  
23 stove, and storage of materials in mechanical areas. Hoen indicated she was going to change the  
24 locks to mechanical areas to prevent future improper storage. She stated the Fire Marshall noted  
25 that the chairs in the hall needed to be chained and stored properly and that all electrical panels  
26 needed to have clear access.

27  
28 Hoen reported from March 4 to March 22, 2019 the Multipurpose room and kitchen would be  
29 closed for the floor installation. She noted that classes are being moved to Room 8 and the Lions  
30 Club Hall. Hoen added the City received the report indicating there was no asbestos present.  
31 Hoen asked the contractor if removal of the tiles would result in additional expenses and was told  
32 there would be no additional labor costs but there would be an additional dump fee of  
33 approximately \$500.

34  
35 Shrock asked for an update on the Farmer's Market. Hoen reported the group was working on  
36 their internal structure, the vendor application, and the fee structure. Hoen added that the group  
37 was amenable to keeping the Commons building closed and adding an extra porta-potty.

38  
39 Commission Hempen asked Hoen to include a summary of project progress in her monthly  
40 report. Purcell summarized the situation with the sump pump and power outages, and suggested  
41 they could explore some type of egress lighting with making the electrical issue to get the sump  
42 pump on the backup generator. Hoen added that the sump pump project has expanded to the  
43 level of a CIP and required more planning.

44  
45 Hoen summarized that the energy audit has begun, the inspector has inspected the facilities, and  
46 she was waiting on his analysis and report.

1  
2 **C. Year to Date Revenues and Expenses**

3 1. Little Log Church and Museum: Berdie asked about the line item for gifts and  
4 donations of \$1,000 and whether this was all that was expected. The Commission was not  
5 certain of what was included in this line item, such as the donation box. Purcell suggested that  
6 Parks and Commons should be reviewing the Little Log Church budget if the Little Log Church  
7 was under their purview, noting the Commission had not previously seen a budget for the Little  
8 Log Church. Purcell indicated he would contact Mary Crook to get a budget to review at the  
9 March 2019 meeting. Hoen added that Parks and Commons were only responsible for the  
10 budget of the Little Log Church and not for maintaining the building. Purcell suggested the Little  
11 Log Church should have a representative at the Commission meetings.

12  
13 Commissioners discussed the \$4,200 expended of the total budget of \$8,800. Rick McClung  
14 reported they had two estimates for repairs on the Little Log Church which were about the same.  
15 He indicated it would likely be more cost effective to tear down the building and building a  
16 replica for \$250,000 to \$300,000. McClung reviewed the history of the City acquiring the  
17 building from the County in the 1970s/1980s and a subsequent remodel that was not done to  
18 code. McClung suggested there might be grant funding to help with the remodel, but noted the  
19 building was not listed on the historic register. Hoen added that the Little Log Church Board  
20 was aware of the City getting estimates that might include a teardown and that her contact had  
21 been Karl Christiansen. Hoen explained the extent of damage with the foundation and walls.

22  
23 Johnson expressed concern for giving Hoen so much work. Purcell stated he would go to  
24 Council to ask what they wanted Parks and Commons to do regarding the Little Log Church.  
25 Shrock asked for clarification on grants. Hoen stated they need a scope of work to create the  
26 RFP and apply for grant funding.

27  
28 2. Trails: McClung raised the transfer of Ocean View Drive to the City and the upgrades  
29 to the 804 Trails. He noted the upgrades to the culverts and roadway was one phase and the  
30 modifications to the trail and signage was another phase. He indicated there was \$172,000 in the  
31 804 Mitigation Funds to be use solely on the trail. He stated there had been preliminary ideas for  
32 viewing decks and a boardwalk. He suggested that Parks and Commons contract with a third  
33 party to review the trails plans and develop a comprehensive plan for the improvements to the  
34 804 Trail. He estimated the cost to be around \$10,000.

35  
36 McClung summarized that the County was going to re-sleeve the culverts, pave from 2<sup>nd</sup> to 7<sup>th</sup>  
37 streets, and replace the guardrails. McClung indicated that the traffic direction would be one-  
38 way, but it was not determined which direction and that the County would provide signage. He  
39 added the County was paying for the archeological testing to be able to dig into that area.  
40 McClung noted the Council and Public Works and Streets Commission were involved in setting  
41 the direction of traffic. He clarified that the trail will be re-graveled and compacted and the City  
42 would have input on the choice of rock.

43  
44 Commissioners supported the idea of contracting with a third party to develop a comprehensive  
45 plan. McClung indicated he wanted to use Visitors Amenities Funds to cover the cost of  
46 developing the plan. Hemen clarified the section of the 804 Trail through the State Park was

1 under the jurisdiction of State Parks. State Parks would need to approve any changes to that  
2 section.

3  
4 **Hempen moved to recommend establishing a CIP for up to \$10,000 using Visitor Amenities**  
5 **Funds to hire a third party to develop a Comprehensive Vision and Plan for the 804 Trail**  
6 **improvements: Aye – 6; No – 0.**

7  
8 3. Commons: Berdie asked about the spending on maintenance and custodial. Hoen  
9 explained that amount should be budgeted for \$15,600.

10  
11 **IV. Business**

12 **A. Trails Budget FY19-20**

13 Purcell stated he included the budget from last year. The Commission noted that Trails was  
14 budgeted at \$20,000 for FY18-19 and they have spent \$9,700 through February 15, 2019.

15  
16 **Gordon moved to pass the Trails FY19-20 to the Finance Committee: Aye – 6; No – 0.**

17  
18 **B. Little Log Church and Museum Budget FY19-20 – not in packet**

19  
20 **C. General Review Parks and Commons Projects**

21 Covered earlier and ongoing.

22  
23 **D. Goals for Upcoming Year**

24 Purcell asked if the Commission had set goals in the past. Berdie suggested the Commission use  
25 the Council Goals to determine what work they should be doing. Berdie cited an example of the  
26 Council goal for getting City Hall adequate office space and how that could mean that the space  
27 City Hall now occupies would be available for rentals. Hempen favored the idea of setting goals.  
28 Gordon suggested they could identify areas where they could be proactive, but did not want to  
29 unnecessarily insert themselves in all projects.

30  
31 The Commission discussed how they get or do not get follow up on the projects they  
32 recommend. Gordon noted most of their projects were pushed back into future years. Shrock  
33 believed the Commission needed to express their ideas to Council. Minute taker Anderson stated  
34 one reason for having a representative from each Commission on the Finance Committee was to  
35 give the Commissions a voice to push for funding for their projects.

36  
37 The Commission discussed whether they were responsible for maintenance of the 501 Building  
38 and concluded they would only have responsibility if that space were rented.

39  
40 Purcell asked for clarification on how the Commission communicates with Council. Anderson  
41 explained the City Manager had a form to complete for getting on the Council agenda that asked  
42 for the question before Council and a brief description.

43  
44 Hempen suggested that all Commissioners have copies of:

- 45 1. Yachats Commons Policy  
46 2. Parks and Open Space Master Plan (December 2017) – which was not complete

1           3. Waldport’s Parks and Recs Master Plan

2  
3 Purcell suggested these items be included as a packet for new Commissioners.

4  
5 Hempen asked about the park at the end of W 7<sup>th</sup> Street by the little red house and whether that  
6 was a City park. Gordon stated he always sends his customers to this park, noting it has one of  
7 the best geological formations. Langley speculated that this location was one possibility for  
8 erecting a lookout deck.

9  
10 The Commission discussed the line of communication between the Trails Committee and the  
11 Parks and Commons Commission. Purcell believed that recommendations from Trails should go  
12 through Parks and Commons. Langley indicated Trails included their meetings in their monthly  
13 report. Gordon had less of an issue with not being notified of meeting involving Trails,  
14 especially when timely matters arise.

15  
16 Hempen asked to have reports a week in advance of Commission meetings.

17  
18 **IV. Other Business**

19           **A. From the Commission**

20           **B. From the floor**

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22 With no further business to discuss, Purcell adjourned the meeting at 5:03 pm.

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27 \_\_\_\_\_  
28 John Purcell, Chair

\_\_\_\_\_ Date

29  
30 Minutes prepared by H.H. Anderson, March 4, 2019