



PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

Tuesday, December 28, 2021 - 9:00 AM

**Virtual Meeting - Council Chambers - 169 SW Coast Highway, Newport, Oregon
97365**

This meeting will be held electronically. The public can livestream this meeting at <https://newportoregon.gov>. The meeting will also be broadcast on Charter Channel 190. Public comment may be made, via e-mail, up to four hours before the meeting start time at publiccomment@newportoregon.gov. The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

Anyone wishing to make real time public comment should submit a request to publiccomment@newportoregon.gov at least four hours before the meeting start time, and a Zoom link will be e-mailed.

1. CALL TO ORDER/ROLL CALL

2. ADDITIONS/DELETIONS TO AGENDA

3. APPROVAL OF MINUTES

3.A October 26, 2021 Minutes [Minutes 10-26-21 DRAFT.pdf](#)

3.B November 30, 2021 Minutes [Minutes 11-30-21 DRAFT.pdf](#)

4. DISCUSSION ITEMS

4.A Introduction of new 60+ Center Supervisor - Sonia Graham

4.B Recreation Business Plan Update

4.C Vision 2040 Update

5. DIRECTOR'S REPORT

5.A November 2021 Department Report
[P&R_November 2021.pdf](#)

6. PUBLIC COMMENT

7. COMMITTEE COMMENTS

8. DEVELOP NEXT AGENDA

9. ESTABLISH NEXT MEETING DATE

10. ADJOURNMENT

11. GOALS

The Parks and Recreation Advisory Committee supports the mission of the Parks and Recreation Department, which is "...to help meet the recreation needs of residents and guests by providing quality facilities, trails, fields and open space. We strive to offer a variety of activities and environments that allow for personal, social, and economic benefits open to all people. Our goal is to provide leadership and coordination on projects and programs that enhance the livability and quality of life in Newport."

A. Ongoing Goals

- *Serve as the city's Tree Board, which will "...approve or deny requests for public tree removal pursuant to Chapter 9.10 (Right-of-Way-Permits) and with the responsibility to study, investigate, develop Newport Municipal Code Index Page 22 and periodically update a written manual for the care, preservation, pruning, planting, replanting, removal and disposition of trees and plantings in parks, along public streets, and in other public places." (Newport Municipal Code 2.05.040; see the rest of the ordinance for other Tree Board-related duties.)*
- *Assist with Tree City and Bee City USA annual recertification and related activities such as the Arbor Day celebration*

B. Goals for FY 2020-2021

- *Support implementation of the Parks Master Plan*
- *Develop list of feasible short-term projects based on the PMP Tier One project list (note: supports City Council goal 20.B.4)*
- *Develop advocacy plan for those projects*
- *Develop and implement a protocol for tracking implementation of the Parks Master Plan*
- *Complete a memorial bench policy for the City of Newport*
- *Work with City staff to revitalize the Parks and Recreation Foundation (note: supports City Council goal 20.B.6)*
- *Partner with the Foundation to identify potential grant sources*
- *Work with the Foundation to identify priority projects that need grant funding and match those with potential sources of grant funds*
- *Work with City staff to identify processes for grant writing*
- *Support and advocate for projects and activities that bolster diversity, equity and inclusion in all Parks and Recreation programs and initiatives*
- *Develop process for undertaking review of department programs with staff*
- *Meet once a year with the advisory committee of the Newport 60+ Center on issues of joint concern*
- *Meet once a year with the city Bike - Ped committee on issues of joint concern*
- *Develop an integrated trail system, accommodating multiple uses, that connects neighborhoods, visitor destinations, open spaces, and natural areas.*
- *Identify priorities from the Parks and Recreation Master Plan for implementation*
- *Establish a foundation to support City parks and recreation programs*
- *Pursue the mountain bike collaborative agreement to develop trails with the NEWTS*

C. 2-5 Year Goals

- *Enhance Tree City USA program and activities to qualify for a TCUSA growth award*
- *Explore options for funding outlined in PMP like establishing a parks district etc.; make recommendation to City Council*

D. Projects generally supported by the committee for which further planning is needed

- *Develop a forest/open space management plan*
- *Support and promote a safe pedestrian bridge across Yaquina Bay*
- *Support a Newport trail connection to the C2C trail*
- *Improve and promote fishing opportunities at Big Creek Reservoir*



October 26, 2021
9:04 AM
Newport, Oregon

Parks and Recreation Committee Meeting

The Newport Parks and Recreation Committee met on the above date and time in the Council Chambers of Newport City Hall. On roll call, Nancy Steinberg, Cheryl Brown (left @ 10:10am), Jeff Schrantz, Eva Munoz, Al Gilhuly, Anjanette Baker, and Councilmember CM Hall (@ 9:07am) were present.

Staff in attendance were Mike Cavanaugh, Parks and Recreation Director.

Additions/Deletions to Agenda: None.

ACTION ITEMS

Approval of Minutes - August 10, 2021

MOTION was made by Brown, seconded by Gilhuly, to approve the minutes of the August 10, 2021 meeting. The motion carried in a voice vote.

DISCUSSION ITEMS

Integrated Pest Management Discussion

Cavanaugh noted that the City did not have a City-wide plan for pest management, that the current plan was just for the Parks and Recreation Department, which was an all or nothing approach for rodents, weeds, mold, and more. The Department policy includes herbicides, only. The policy states that highly used locations are off-limits to herbicides. Cavanaugh gave an overview of the proposed management plan and the approach it takes to pest management issues.

Steinberg asked how the plan would address herbicides, as they were not mentioned in the plan. Cavanaugh said that he would look into adding wording that specifically addressed herbicides in parks to make the plan clearer.

Brown stated that she had concerns regarding using pesticides where child care is involved. Brown stated that she felt that posting that they would be using pesticides was not enough, that children would not understand the meaning. She added that parents should be notified.

The Committee discussed the best way to inform the public about the plan. Hall mentioned that it might be a good idea to have Council member Ryan Parker review the plan before presenting it to the public.

Recreation Business Plan Update

Cavanaugh stated that the business plan kickoff meeting with the consultants was set for November 10, with completion set for some time in May. He added that the plan would be heavily based on financials of the Department.

New Park Development on the East Side of 101 in the Agate Beach Area

Steinberg noted that the Parks Master Plan had recognized that certain areas were lacking parks for residents and the Northern part of Newport was one of those areas. She added that there had been recent housing developments that added to the need. Cavanaugh noted that they currently did not have a piece of property to develop, but there is some private property that may become available.

The Committee discussed the idea of the park and its location, near Northeast 60th street.

Adjournment

Having no further business, the meeting adjourned at 10:11 a.m.



November 30, 2021
9:02 AM
Newport, Oregon

Parks and Recreation Committee Meeting

The Newport Parks and Recreation Committee met on the above date and time in the Council Chambers of Newport City Hall. On roll call, Nancy Steinberg, Jeff Schrantz, Eva Munoz, Al Gilhuly, Brian Norris, Anjanette Baker, Todd Chandler, and Councilmember Cynthia Jacobi were present.

Staff in attendance were Mike Cavanaugh, Parks and Recreation Director, and Billie Bechtel, Sports Coordinator.

Additions/Deletions to Agenda: Committee representative for Vision 2040 Committee.

ACTION ITEMS

Approval of Minutes: None.

DISCUSSION ITEMS

Introduction of Billie Bechtel, Sports Coordinator

Bechtel provided information on his previous position and shared his ideas for the future of the Sport Division. Steinberg asked if Bechtel had any plans for new special events in the coming year. Bechtel stated that he was considering a 5K run or walk for the entire community. Steinberg added that the Committee would be willing to do some brainstorming for possible events.

Jacobi stated that she had heard that some patrons refused to wear masks while working out and asked what they should do. Cavanaugh noted that all patrons have to acknowledge a "code of conduct" regarding our COVID policies when they are returning to the building. He added that patrons should inform the staff and they will handle it. The extreme penalty is that they will be asked to leave or be removed from our membership log if it continues.

Chandler asked if there was a possibility that the Rec Center move to a "vaccinated only" policy. Cavanaugh noted that it is not possible to exclude people from a public building, but the topic has been discussed.

FY 2022-2023 Committee Goals

Steinberg noted that the Goal setting process has become a bit more formal this year, and reminded the Committee that goals must be tied to the Vision 2040 plan. The Committee reviewed their current goals, modifying them as needed.

Norris asked if one of the new goals could be the Committee having a liaison from other City committees, much like the council members are.

Jacobi said that she would be advocating for an urban forester position within the City. The person would complement the work that Anita Albrecht is currently working on.

Steinberg reminded the Committee that they were the initial authors of the City DEI policy and she believed it was important that the Committee continued to be a part of developing a DEI plan.

Cavanaugh informed the Committee of the City Goals timeline.

New Park Development on the East Side of 101 in the Agate Beach Area

Steinberg reminded the Committee that they had asked the City Council to move forward on the idea of a new park in the Northeast area of the City, as there had been new housing developed in the area which warranted additional park space. Steinberg added that there was a private property owner who might be willing to work with the City in some type of partnership to develop a park.

Steinberg added that she had drafted a memo to the City Council supporting the idea of the park, and read it to the Committee. The Committee agreed with the memo.

Committee Terms Expiring

Steinberg noted that several of the Committee members terms were expiring soon, including Mark Saelens who has recently resigned, Todd Chandler and herself. She noted that she would be re-upping and would remain President, if the Committee would like her to.

DIRECTOR'S REPORT

Cavanaugh noted that he and Judy Mayhew, Recreation Superintendent, had attended an all-day DEI training through the Oregon Association of Municipal Records. Several other City staff had attended, as well. Cavanaugh noted that this was Mayhew's second DEI training.

Cavanaugh noted that there were two new leaks in the Recreation Center.

Cavanaugh reviewed the activities and events that had happened in the last month.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

Develop Next Agenda

Business Plan Update

Introduction of Sonia Graham, 60+ Activity Center Supervisor

Vision 2040 Update

Establish Next Meeting Date and Location

The next meeting is scheduled for December 28, 2021

Adjournment

Having no further business, the meeting adjourned at 10:46 a.m.

DRAFT

Memo

To: Spencer Nebel, City Manager
From: Mike Cavanaugh, Director
Date: December 21, 2021
Subject: Parks & Recreation Monthly Report – November 2021



Recreation Center – Judy Mayhew

We have noted two new leaks in the Recreation Center. One in the small gym and one in the foyer, near the front desk. Staff is doing their best to monitor the areas.

Semi-annual fire alarm testing was performed in November.

Along with their regular duties, our Admin staff has been busy working on information required for our business plan.

We were able to hire one new Building Attendant – Kimberly Perry started with us and will mainly be working the mid-day shift, which has been unfilled for several months. We are still trying to hire one more person to make us fully staffed. Two interviews were set up with additional applicants, but neither candidate showed up.

Brenda Luntzel, our Fitness Specialist, participated in the fire extinguisher training on November 3.

The Recreation Superintendent participated in the final candidate review for the Assistant Aquatic Supervisor position.

Billie Bechtel, our Sports Coordinator, will be joining the Safety Committee.

The Recreation Superintendent participated in the Business Plan Strategic Kick-off Meeting with our Director and two consultants from GreenPlay and then met with Recreation Center staff to introduce them to the plan and how they would be assisting.

The Winter Activity Guide was submitted for printing during the last week of November.

Rec Center staff continues to assist at the 60+ Center when needed. One of our Rec Leaders is working the desk 3 days per week and our Finance Admin Specialist continues to assist with training and various issues that come up.

The Recreation Center's annual Autumn Fest Art Show was held on November 13. All 40 vendor booths were sold with a waiting list of about 8 vendors. We had a very good turnout from people shopping and it remained busy throughout the show. The Parks Maintenance crew assisted with the set-up and take-down for the show and their efforts were much appreciated. As we are still short-staffed, we couldn't have done it all without them!

During Autumn Fest, we also hosted another vaccination clinic. The Health Department reported that 63 people were vaccinated while they were here from 10am-2pm.



Park Maintenance Division – vacant

No Report

60+ Activity Center – Judy Cook

Highlights for the month:

On November 8, we were able to welcome back our on-site lawyer, Stacey Mealer, as she met with several clients. Stacey hopes to be able to resume taking appointments here in the near future.

The 18-session Walk with Ease program came to an end on Friday, November 12, with 4 graduates completing the program. Congratulations to the graduates and a big “Thank You” to Bryn McCornack and Alisha Kern for their leadership.

The Newport Senior Center Activity Association held a joint board meeting/annual membership meeting on November 17. New officers were elected.

We are excited to be welcoming our new director, Sonya Graham, on December 2, and are looking forward to more wonderful opportunities for our 60+ patrons.

Meetings

- 11/10 Advisory Board Special Meeting/interview with prospective new member
- 11/17 Senior Association Joint Board Meeting and General Membership Meeting
- 11/18 Friends of the 60+ Activity Center Meeting
- 11/22 Advisory Board Meeting

Number of Programs Offered:

Total Programs –14

Senior Fitness – 6

Senior Social Programs – 7

Senior Educational Programs – 1

Volunteer Hours:

- Fitness: 6 volunteers – 43.5 hours
- Educational: 1 volunteer - 6 hours
- Social: 7 volunteers – 81.5 hours
- Office: 1 volunteer – 40.5 hours
- Gift/Lounge shop: 4 volunteers – 174.75 hours
- Transportation: 0 volunteers - 0 hours
- Advisory Board: 4 volunteers – 8 hours
- Friends: 5 volunteers - 58 hours

- Senior Association: 5 volunteers – 5 hours
- Accreditation team: 0 volunteers - 0 hours
- Advisory Work groups: 1 volunteer – 1.5 hours

Aquatic Center – Keeley Naughton

Staff interviewed and hired a new lifeguard at the end of November. She will begin work in December. We are down to 6 part-time lifeguards, and 1 full-time temporary lifeguard. We will lose one of those lifeguards next month when she moves to Florida. The lifeguard position is currently posted online, and we hope to fill a few more positions as soon as possible. Staff shortages at the Aquatic Center are difficult, since the State of Oregon requires that we meet a certain bather to lifeguard ratio. Staff has been great about stepping up and helping cover shifts so that we are able to meet this requirement. We have had to significantly reduce programming as a result of this staff shortage.

Staff has been keeping an eye out for new or worsening cracks appearing in the lap pool and on the pool decks. American Leak Detection visited the facility on 11/8 and 11/30 to reseal some of the preexisting cracks, and to check for new cracks. During their 11/30 visit, they found two additional cracks that had formed in the deep end of the lap pool. This is concerning, as this means that these new cracks have formed in just a matter of weeks.

Staff has been reading through the Operations and Maintenance manuals that the City received when the Aquatic Center was built in 2017. Staff has been working on putting together a new maintenance plan, and a more condensed operations and maintenance manual that staff can easily reference.

High School swim season started on November 15th, which has impacted some programs and lane availability in the Lap Pool. We have a small team again this year of roughly 20 athletes, but the season has been running smoothly so far.

Boot Camp and Water Aerobics classes continue to be popular exercise options for community members. Both classes regularly have 10-12 attendees. We are still capping our water exercise classes at 12 people due to COVID. Our Boot Camp class has moved from the Lap Pool to the Activity Pool for the duration of the high school swim season. We appreciate the instructor and the class participants for their flexibility and willingness to adapt.

Sports Division – Billie Bechtel

No Report