



**PARKS AND RECREATION ADVISORY COMMITTEE AGENDA**  
**Wednesday, May 27, 2020 - 9:00 AM**  
**Room 105 Newport Recreation Center, 225 SE Avery Street**

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the DEAF AND HARD OF HEARING, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

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.

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1. CALL TO ORDER/ROLL CALL
2. ADDITIONS/DELETIONS TO AGENDA
3. APPROVAL OF MINUTES
  - 3.A February 26, 2020 Minutes  
[Minutes 2-26-20 DRAFT.doc](#)
4. DISCUSSION ITEMS
  - 4.A COVID-19 Department Update
5. DIRECTOR'S REPORT

5.A April 2020 Department Report  
[P&R\\_April 2020.pdf](#)

6. PUBLIC COMMENT

7. COMMITTEE COMMENTS

8. DEVELOP NEXT AGENDA

9. ESTABLISH NEXT MEETING DATE

10. ADJOURNMENT

11. GOALS

*The Newport Parks and Recreation Department exists 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*

- 1. Provide recreational services to the City of Newport and surrounding area*
- 2. Provide accessible well run facilities that enhance quality of life*
- 3. Provide parks, open space and trails to citizens and guests of Newport*
- 4. Provide Tree City and Bee City activities that keep Newport current*

*B. Goals for FY 2019-20:*

- 1. Establish a Mountain Bike/Multi-use trail Master Plan for the City's water reservoir property*
- 2. Recommend a plan for Parks and facility improvements and maintenance*
- 3. Resolve roof leak issues with a permanent fix*
- 4. Update Cooperative Use Agreements. LCSD, COG, Swim Team, NEWTS*
- 5. Adopt specific location improvement concepts, drawings and budget estimates*

*C. 2-5 Year Goals:*

- 1. Construct a mountain bike trail system that will garner regional attention*
- 2. Acquire land (or partner with School Dist.) for more Sports Fields*
- 3. Create a plan for under-served neighborhoods*
- 4. Establish a plan for Community Gardens in south part of town*
- 5. Conduct and Compile a forest/ open space management plan*
- 6. Undertake review of programs with department staff*

*D. Goals Beyond 5 Years:*

- 1. Creation of a national attention garnering event (ex. Marathon, Big Wave Surfing)*
- 2. Acquire strategic property for the purpose of expanding the Park System*
- 3. Support and promote a safe pedestrian bridge across the Yaquina Bay*
- 4. Support a Newport trail connection to the C2C and South Beach rails to trails*
- 5. Work with others to improve and promote fishing at the Newport Reservoir*



February 26, 2020  
8:02 a.m.  
Newport, Oregon

## Parks and Recreation Committee Meeting

The Parks and Recreation Committee of the City of Newport met on the above date in the Newport Recreation Center.

**Members present:** Nancy Steinberg, Cheryl Brown, Jennie Scarborough, Jeff Schrantz, Luana Beeson, Brian Norris, Anjanette Baker. **Absent:** Al Gilhuly, Karen Smith, Mark Saelens, Ryan Parker - Council Liaison

**Staff/Guests in attendance:** Mike Cavanaugh, Parks and Recreation Director, Judy Mayhew, Recreation Superintendent, Todd Chandler, Committee Applicant.

**Additions/Deletions to Agenda:** None

### **ACTION ITEMS**

#### **Approval of Minutes - January 22, 2020**

**MOTION** was made by Scarborough, seconded by Beeson to approve the minutes of the January 22, 2020. The motion carried in a voice vote.

#### **Interview Committee Application - Todd Chandler**

The Committee interviewed Todd Chandler, applicant for the Committee.

**MOTION:** Scarborough moved to recommend Todd Chandler to be appointed to the Parks and Recreation Committee. Seconded by Beeson. The motion carried in a voice vote.

### **DISCUSSION ITEMS**

#### **New Director Introduction - Future Projects/Plans**

Steinberg introduced Mike Cavanaugh, newly hired Parks & Recreation Director. Cavanaugh noted that staff had spent five hours developing department goals for the next year and five years out. Cavanaugh distributed copies of the goals and reviewed them with the Committee. Cavanaugh noted that the department budget would be a major aspect of the issues he would be tackling, along with the Parks Division being transferred back under the Parks and

Recreation Department. Cavanaugh added that he would like to add more special events to the current number offered.

### **Goal Setting FY20-21- Final Review**

Cavanaugh mentioned that he would like to have the Committee goals reference the Vision 2040 document, and suggested adding a goal addressing inclusion and equity. Steinberg noted that she developed a point to add to their goals which referenced that goal.

**MOTION:** Norris moved to submit the FY20-21 Goals as written. Seconded by Brown. The motion carried in a voice vote.

### **Implementing Parks Master Plan.**

Steinberg asked that this item be moved to next month's agenda and noted that she would like to develop a way to track Parks Master Plan projects. Beeson noted that the Vision 2040 group was developing a tracking system that might work for the Parks Master Plan.

### **Friends of the Parks and Recreation Foundation**

Steinberg noted that one of the goals for this year was to support the reestablishment of the Friends of the Parks and Recreation Foundation. Scarborough stated that she would have information on the checking account signers for the next meeting. Cavanaugh stated that the next step would be to find people to serve on the Foundation Board.

### **Memorial Bench Policy**

Mayhew noted several questions that would need answering before finalizing the Memorial Bench Policy, including sponsorship as ten-years or a series of ten-year periods. Norris responded that there should not be a maximum on the number of years allowed for sponsorship and added that a maintenance fee should be included in the renewal. The Committee discussed the replacement of benches and how the fees would be handled.

**Motion:** Steinberg moved to recommend the Memorial Bench Policy, including changes recommended by the Committee, to the City Council for approval. Seconded by Norris. The motion carried in a voice vote.

## **DIRECTOR'S REPORT**

Cavanaugh reiterated the work done by staff on the Department goals, and reviewed the monthly department report. He noted that several staff members had been attending a 4-session grant writing class, NEWTS had started on bike trail work at Wilder, and youth basketball was underway. Cavanaugh added that he commended Keeley Naughton, Assistant Aquatic Supervisor, for putting on a great Winter Carnival event at the Aquatic Center.

## **PUBLIC COMMENTS**

None.

## **COMMITTEE COMMENTS**

Steinberg reminded the Committee that they would need to discuss whether to eliminate or amend sub-committees, as required by City Code.

Steinberg noted that she would also like to discuss the resident versus non-resident requirement for Committee members.

### **Develop Next Agenda**

Sub-Committees

Resident/Non-Resident Committee Requirements

Tracking Implementation of the Parks Master Plan

Friends of Parks and Recreation Foundation

Park Pop-Up Events

### **Establish Next Meeting Date and Location**

The next meeting will be held on April 1, 2020.

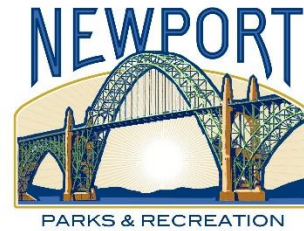
### **Adjournment**

Having no further business, the meeting adjourned at 9:25 a.m.

DRAFT

## Memo

To: Spencer Nebel, City Manager  
From: Mike Cavanaugh, Director  
Date: May 7, 2020  
Subject: Parks & Recreation Monthly Report – April 2020



### **Administration – Mike Cavanaugh**

The department's three facilities have remained closed to the public since March 14. The remaining full-time staff (6 staff) has been working very hard on projects and trainings that normally cannot be completed when our facilities are open.

I have attended eight webinar trainings and discussions in the month of April directly related to COVID-19 (reopening plans, liability issues, facility operations, contractors, etc). Oregon Recreation Parks Association and National Recreation Parks Association hosted the webinars.

I meet with department staff on a weekly basis to discuss COVID-19 information, industry resources for staff to utilize and share regarding COVID-19, department budget adjustments, virtual recreation programming, and facility improvements that have been occurring during our facility closures.

I met with Tim Gross, Public Works Director, and John Johnston, Facility Maintenance Supervisor, to discuss the upgrades needed for the 60+ Activity Center's fire alarm system. The system is operating fine, but needs some much needed upgrades to meet current codes. The upgrades will be placed on hold and addressed during the discussion of a potential expansion project for the north entrance of the building.

I met with Spencer Nebel, City Manager, and other department heads to discuss capital improvement projects for our department in Fiscal Year 2020-2021. The department made recommendations to cancel all projects except for three due to the financial impact the City was going to take from COVID-19.

I sat in a virtual meeting with the board of the Friends of the Newport Senior Activity Center. I introduced myself to the members and briefly discuss my vision for the department and the 60+ Activity Center.

I worked with Anita Albrecht, Landscape Specialist, to create a series of Gardening 101 videos for the public to utilize during the spring season. These videos are part of our department's virtual recreation programming content.

I have been working on developing or updating policies for memorial benches, program scholarships, and community gardens. All policies are still in draft form and have not been reviewed for public use.

Monthly Analytics for our Virtual Recreation Programing:

1. Facebook
  - a. Posts – 109
  - b. People Reached – 13,036
  - c. Post Engagements – 5,541
2. YouTube
  - a. Videos – 31
  - b. Total Video Views – 1252
3. Instagram
  - a. Posts – 16
  - b. Total Views – 109

**Recreation Center – Judy Mayhew**

Trish Cadwell, Finance Specialist, and Judy Mayhew, Recreation Superintendent, rotate between working at home and at the office. For the most part, it is working well. Trish is assisting with digging into data and stats as well as working on a manual for our new recreation software, CivicRec. Trish is also keeping our instructors informed and working with them to produce videos for our social network. Trish is handling refund requests that we are receiving due to our closure and cancellations.

Judy and Trish have developed projects, videos, and various types of posts for Facebook, Instagram and our recently developed YouTube channel. They have had some good response from the public from our efforts. Our most popular postings are the exercise videos that Brenda Luntzel, Fitness Specialist, and Jenni Remillard, Recreation Program Specialist, produced prior to layoffs.

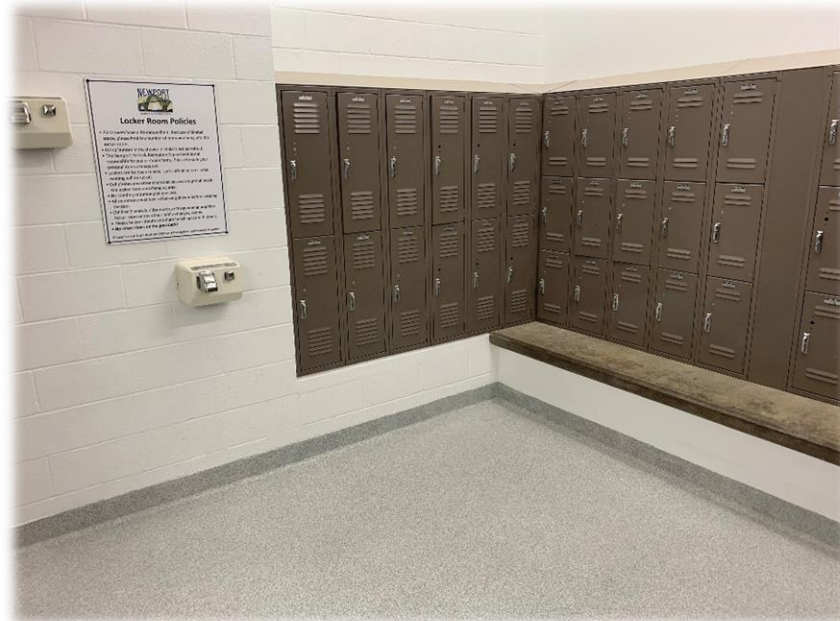
Staff are also attending many webinars and/or Zoom meetings to gather as much information as possible regarding operational plans for re-opening. It appears that most everyone has more questions than answers, but even those are helpful, ensuring that we look at every angle of a re-opening impact.

During the closure, staff has had two major maintenance projects completed; the big gym and dance room floors have been resurfaced, and the locker room floors have been sanded down and covered with an epoxy-based finish that looks great and will be much easier to keep clean. The locker rooms have not had much of any maintenance work done on them in the nineteen years that we have been open. Eventually, the tiles in the shower area will need replacement,



as well. With the improved floors and the painting that was completed in March, the locker rooms are really looking good and I believe the public will be impressed with the overall cleanliness they evoke.

Staff continues to develop re-opening plans while working on the annual budget and other projects that have lacked attention.



*\*Newly renovated locker rooms.*

### **Sports Division – vacant**

Staff has continued to issue refunds for Spring programs that were cancelled due to COVID-19.

Staff has discussed the potential reopening of sports programs through the different phases outlined by the State of Oregon and the Federal Government. These discussions have been with City, County, State, and National professionals.

Staff has contacted summer camp instructors to start working on a plan for potential modifications to the 2020 Summer Camp schedule.

Staff has continued to develop virtual recreation programming through our department website and social media pages.

Staff meet with local partners of the City's Coast Hills Classic Mountain Bike Race, which was scheduled for June 7<sup>th</sup>. After evaluating many factors, the decision was made to postpone the race to October 25<sup>th</sup>, 2020.

## Weekly Walks with Richard



### WALK #2 - NE 31ST LOOP 1.2 MILES MODERATE PATH

- Park at the Big Creek Park's overflow lot and proceed on the "Ocean to Bay" Trail across the street. Caution - the 31st Street part there is very little shoulder. Most of the route is the "Ocean to Bay" trail. Wooden bridges along the way could be slippery when wet/damp.
- Note: The many little bridges were built largely with volunteers from the community - like Dr. Richard Beemer
- Closed-toe or trail shoes recommended
- Walk with a "purpose" and this is a great cardio route (go twice if you want)!

*\*Weekly Walks with Richard - virtual recreation program from the Sports Division*

### 60+ Activity Center – Peggy O’Callaghan

Due to Covid-19 closures, April activities were cancelled. New virtual programs are now available like; exercise videos and cooking shows via our web site and Facebook page. Peggy is posting a word of the day and a cute photo and accompanying joke. She has received very good feedback from our members in our efforts to keep them healthy and entertained.

#### 60+ Center Facebook Page Monthly Data:

1. Word of the Day
  - 24 posts in the month
  - Average number of people reached per post – 103
2. Picture with Saying
  - 24 posts in the month
  - Average number of people reached per post – 675
3. Education
  - 3 posts in the month
  - Average number of people reached per post – 1509
4. Exercise
  - 11 posts in the month
  - Average number of people reached per post - 151

New phone number exchange began for our 60+ members called the Friendship Brigade. Staff wants our members to stay connected, to offer support and make new friends. With

collaboration with OCWCOG, staff has expanded to include homebound seniors who wish to be included in the Friendship Brigade.

To help combat social isolation, staff collaborated with the Newport Senior Citizens Association to recognize our regular users who have birthdays. Staff sent 47 cards to celebrate birthdays in the month of March and April.

Staff collaborated with Food Share to have donated canned food items to be distribute for MOW clients and call-ins that have no food.

The Center has compiled a list of available resources for seniors. It lists shopping hours at stores, pharmacy pickups and mail order information as well as other local resources.

Volunteers have made over 50 masks for the City of Newport and 15 for the MOW program.

The Newport 60+ Activity Center was mentioned in the NRPA magazine article written by Lesha Spencer-Brown from the National Parks and Recreation Association. The Title is "Older Adult Health and Well-being: Still a National priority in a 'New Normal' ". Please follow this link for more details,

<https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=b79615fa-7332-4754-a0e6-5b9d8ab1b0ec&pnum=26>

### **Aquatic Center – Kathy Cline**

Staff secured the sign-up of approximately 60 families to have a visit from the Easter Bunny. We put together gift bags or filled Easter eggs for all of the families, as well as distributed flyers with our social media information. Over a 2-day period, we visited all of the families who signed up and took pictures along the way. A slideshow was also created for our social media.

Staff began creating an employee handbook for Newport Aquatic Center. It will contain the following information: Aquatic Center philosophy and goals; General staff information; Customer Service; Policies and Procedures; Emergency and Incidence Response; Cleaning and Maintenance. We have a good outline developed, and have a couple of the sections completed. Working to get this done before we open back up, we will see.

Aquatic Supervisor renewed completed the online course and online testing to obtain her Certified Pool Operator License, again.

Staff participated in several Starguard Elite webinars, as well as 2 with ORPA Aquatic Section. All informational regarding the Covid-19 response and planning.

Staff continued to maintain swimming pools. All bodies of water temperatures have been lowered to between 75 and 80 degrees. Chemical use has been reduced to minimums required to keep pools sanitized and balanced.

Staff created various social media content. We working on some videos now with Keeley addressing common FAQ's and information about the aquatic center. Also trying to compile all of the videos and pictures so that we can begin creating the "We Miss You" video from the City.



*\*City of Newport's Easter Bunny visits.  
Proper social distancing was followed*