



October 23, 2019  
8:04 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, Karen Smith, Cheryl Brown @ 8:25, Jeff Schrantz, Luana Beeson, Al Gilhuly, Mark Saelens. **Absent:** Jennie Scarborough, Brian Norris, Anjanette Baker, Ryan Parker - Council Liaison

**Staff/Guests in attendance:** Judy Mayhew - Interim Parks and Recreation Director, Anita Albrecht - City of Newport Landscape Specialist, Rachel Cotton - Associate Planner, Clare Paul - Assistant City Engineer, Mike Cavanaugh - Sports Program Supervisor

### **ACTION ITEMS**

#### **Approval of Minutes - September 25, 2019**

**MOTION** was made by Beeson, seconded by Gilhuly, to approve the minutes of the September 25, 2019 meeting. The motion carried in a voice vote.

### **DISCUSSION ITEMS**

#### **Director Search Committee Participants**

Mayhew updated the Committee, noting that the position had not been posted yet and that the Human Resources Director was still working on the job description. Steinberg noted that since the position was not posted, the Committee still had time to decide who would be participating in the interviews.

#### **Memorial Bench Policy**

Steinberg noted that the Committee had received a rough draft of the memorial bench policy that Mayhew has been working on. Mayhew asked the Committee their opinion on several areas of the policy. Steinberg noted that she thought charging a maintenance fee for future benches would be fair. Mayhew noted that she would like to see the fees set annually when all City fees are established during the budget cycle. Saelens asked about the type of bench that would be specified for the program. Mayhew noted that they could add a reference to the policy that one specific bench would be used for memorial benches, but that other sites and types of benches might be available. The Committee discussed the length of time that should be granted for the lifespan of a bench.

### **Mountain Bike Trails Update**

Cavanaugh noted that he had attended the OCVA (Oregon Coast Visitors Association) meeting to discuss bike trails and handed out a summary of the session. Cavanaugh noted that people come from all over the world to ride the Oregon Timber Trail, and added that they are looking at developing a coastal trail with the same components. Mayhew noted that the Timber Trail website was well-designed with lots of information. Gilhuly asked if the trail is geared totally to biking. Cavanaugh stated that they had determined there needed to be a diverse use of the trails to get communities to buy into the idea. Cavanaugh stated that there was a lot of excitement regarding the possible development of a coastal trail, and there were funds available through Travel Oregon and OCVA.

Steinberg noted that the NEWTS continue to meet and that they had held a public meeting with residents in the area of Big Creek, to inform them of the possible plans.

### **Tree Manual Update - Rachel Cotton**

Cotton introduced Clare Paul from the Public Works Department. Cotton noted that the new Tree Manual had been completed and featured a process if a citizen wanted to remove a tree that is in the City Right-of-Way. Cotton reminded the Committee that they served as the Tree Board and went through the process of the new ordinance, explaining each step.

The Committee thanked Cotton for all of her work on the Parks Master Plan and other projects.

### **LCSD Cooperative Use Agreement - Update**

Mayhew noted that there had not been much progress in the Cooperative Use Agreement. Staff would be meeting with the City Manager to go over recent additions they have made. Mayhew added that she would keep the Committee updated on the progress.

## **INTERIM DIRECTOR'S REPORT**

Mayhew handed out the department report for the month of October and added that staff had been working on information requested by the Finance Work Group. Mayhew added that the Department had participated in the evacuation drill held on Monday, October 21. Mayhew noted that Jenni Remillard had attended the ORPA conference in Portland and gave a presentation while she was attending.

## **PUBLIC COMMENTS**

None.

## **COMMITTEE COMMENTS**

Steinberg reminded the Committee that there is a vacancy on the Committee due to the resignation of Jason Nehmer.

Steinberg noted that she would like to focus on some of their goals for FY 2019-20, including #5, "Adopting specific location improvement concepts, drawings, and budget estimates." Steinberg asked if it was possible to get large maps of park areas addressed in the Master Plan.

### **Develop Next Agenda**

Memorial Bench Policy - Draft  
Tree City USA

## Parks Master Plan

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

The next meeting is scheduled for November 20, 2019.

### **Adjournment**

Having no further business, the meeting adjourned at 9:23 a.m. to the 60+ Activity Center grounds to plant a tree in honor of Arbor Day.