



## **PARKS AND RECREATION ADVISORY COMMITTEE AGENDA**

**Tuesday, April 26, 2022 - 9:00 AM**

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

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613, or [p.hawker@newportoregon.gov](mailto:p.hawker@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

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 March 29, 2022 Minutes  
[Minutes 3-29-22 DRAFT.pdf](#)

### 4. DISCUSSION ITEMS

- 4.A Recreation Center Update with Judy Mayhew, Recreation Superintendent

- 4.B Sam Case Elementary Soccer Field Update  
[Staff Report.pdf](#)  
[IGA - LCSD-City\\_SC\\_Soccer\\_Field\\_DRAFT.pdf](#)  
[Sam Case Turf Aerial Image.pdf](#)  
[SamCase Turf support-CCSA.pdf](#)

- 4.C Coast Hills Classic Mountain Bike Race update

- 4.D Vision 2040 Committee Update

- 4.E Committee Orientation Training with City Recorder and City Attorney  
[Parks and Recreation Committee Orientation 2022.pdf](#)

### 5. DIRECTOR'S REPORT

- 5.A March 2022 Department Report  
[P&R\\_March 2022.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*



March 29, 2022  
9:02 AM  
Newport, Oregon

## Parks and Recreation Committee Meeting

The Newport Parks and Recreation Committee met electronically, via Zoom, on the above date and time in the Council Chambers of Newport City Hall. On roll call, Mitchell, Brown, Gonzalez-Munoz, Gilhuly, Moore, Chandler, and Council Liaison Beatriz Botello were present.

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

**Additions/Deletions to Agenda:** Removed the Recreation Center Update Report with Judy Mayhew, Recreation Superintendent.

### ACTION ITEMS

#### **Approval of Minutes - February 22, 2022**

**MOTION** was made by Gihuly, seconded by Mitchell to approve the minutes of the February 22, 2022 meeting. The motion carried in a voice vote.

### DISCUSSION ITEMS

#### **Aquatic Center Update Report with Keeley Naughton, Aquatic Center Supervisor**

Naughton provided the Committee with programming and staffing updates from the past several months. She mentioned the success of the Spring Break daily special events and the Winter Carnival. Swim lessons are on hold due to staffing shortages. Naughton announced their Easter Egg Dive event, the self-taught swim lesson clinic with parents, pool closure due to youth swim meets in April, Water Safety Awareness Month clinic and Under the Sea Special Event. Naughton mentioned that she is short 5 lifeguard positions and the Assistant Aquatic Supervisor position which is the cause of the mid-day pool closure. Naughton updated the committee on the pool crack and plaster issues. Patron participation is increasing since the Covid-19 mask mandate was removed.

#### **Recreation Center Update Report with Judy Mayhew, Recreation Superintendent**

Removed from the agenda.

#### **Update Report on the Friends of Newport Parks and Recreation Association**

Cavanaugh noted that the Friends started back with monthly meetings in Fall 2021. The organization is made up of Peggy O'Callaghan, president, Al Gihuly, vice-president, and Jennie Scarborough, treasurer. The organization was reinstated as a 501(c)3 by the IRS. The board is applying for a small grant to assist Parks Maintenance. The organization registered with Amazon Rewards and Fred Meyer Rewards to generate easy donations from the public. The organization will complete a survey with department staff to identify needs and wants for each division.

### **Update on Park System Master Plan Projects**

Cavanaugh updated the committee that projects are starting to happen. The Ocean to Bay Trail Wayfinding Sign project is funded and the project has not started yet. Concept park in the northeast area of Agate Beach is still in the concept stage with the property owner and the City. Cavanaugh plans to contact the Port of Newport about improved signage for the South Beach kayak launch. Betty Wheeler Park field light project was awarded to Western States Electric and the project should start in late May or early June. Frank Wade Park large baseball field outfield project will start in Summer 2022. The department applied for an Oregon State Parks grant for the rehabilitation of the Agate Beach Neighborhood and Dog Park. Big Creek Reservoir Trails Phase 1 by the NEWTS are almost complete and ready for opening for public use.

### **DIRECTOR'S REPORT**

Cavanaugh reviewed the department monthly report that was provided to the committee. Cavanaugh added that Park Maintenance interviewed and filled 2 park maintenance positions and 1 custodial position. Recreation Center partnered with Lincoln County to handout masks and COVID-19 home tests. The recreation center's Beach Cleanup was coming to an end. Coast Park cleanup occurred with invasive species removal on the hillside by the large slide. Vietnam Veterans Walkway has been cleaned up from vandalism and erosion. 60+ Center is moving through the accreditation process and hopes to be done soon. The 60+ Center is still partnering with NRPA and Samaritan Health Services. In Sports, youth basketball season ended with 175+ participants. Middle school track and field and adult basketball programs started in March. The Sports Coordinator position is re-opening due to Billie Bechtel stepping down. The Aquatic Center held in-service training with staff and hosted the Winter Carnival for the first time since re-opening after COVID-19.

### **PUBLIC COMMENTS**

None.

### **COMMITTEE COMMENTS**

None.

#### **Develop Next Agenda**

Recreation Center update with Judy Mayhew  
Vision 2040 update  
Bike and Ped Committee chair update  
Soccer field discussion  
Coast Hills Classic Mountain Bike Race update

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

The next meeting date is scheduled for April 26, 2022.

#### **Adjournment**

Having no further business, the meeting adjourned at 10:04 AM.



**STAFF REPORT  
CITY COUNCIL AGENDA ITEM**

Meeting Date: April 18, 2022

**Title:** Consideration and Potential Approval of an Intergovernmental Agreement with the Lincoln County School District relating to Construction and Use of a Soccer Field.

**Prepared by:** Mike Cavanaugh, Parks and Recreation Director

**Recommended Motion:**

I move to approve an agreement with the Lincoln County School District for funding the construction and management of an artificial sports field at Sam Case Elementary.

**Background Information:**

At its January 18, 2022 meeting, City Council prioritized how the City of Newport's share of the American Rescue Plan Act (ARPA) funds should be allocated. One of the priority projects is the construction of a multi-purpose field, for soccer and other sports, at the Agate Beach Wayside. Council elected to allocate up to \$500,000 for the improvements for this sports field project.

Shortly after the January 18<sup>th</sup> meeting, Lincoln County School District (LCSD) approached the City with a proposal for the City to contribute the \$500,000 to the installation of an artificial turf field at Sam Case Elementary. At the March 21, 2022 City Council Meeting, city staff brought forward the LCSD's proposal and provided Council with the pros and cons to completing a sports field project at the Agate Beach Wayside or Sam Case Elementary. After reviewing and discussing the proposal, City Council directed the City Manager to coordinate with LCSD on the preparation of an agreement to fund the construction of an all-weather turf sports field at Sam Case Elementary for presentation at a future Council meeting.

Since the March 21<sup>st</sup> meeting, city staff has worked with LCSD and stakeholders to prepare a draft agreement for the Sam Case Elementary field project. Below is a brief summary of the points that were addressed in the final draft agreement:

- Defined the intent of the agreement which is to improve the current condition of the sports field area at Sam Case Elementary, with the primary use for soccer, while not diminishing the current soccer field use at other City and LCSD facilities.
- Defined the scope of the project at Sam Case Elementary. The project will include the relocation of playground equipment, construction of retaining walls, drainage improvements, and the installation of artificial turf sports field.

- Defined the funding responsibility of each agency. The City will contribute \$500,000 in financial aid. LCSD is responsible for all other costs related to the planning, design, construction, and future maintenance of the location.
- Defined LCSD's responsibilities related to the construction of the project, the appropriate permits that may be needed, and the design documents/specifications describing the impact of the project on the City's stormwater system.
- Defined the City's responsibility for field scheduling over the first 10 years of the new field's life during non-school hours.
- Defined that LCSD will receive 5 special use days per year for school events and programs. Language was included on how these requests should be made and the appropriate notification time needed to accommodate these requests.
- Addressed the need to keep the field open for public use unless mandated by a governing authority or if the closure is due to maintenance or safety purposes.
- Defined the responsibilities of both agencies related to bathroom and keycard use. LCSD will provide bathroom access inside the school for scheduled users and will provide the City with the appropriate amount of facility keycards. The City will provide cleaning and stocking services during non-school hours and will secure the restrooms at the end of each day. LCSD will bill the City monthly for restroom supplies used. The City will assign and track the facility keycards assigned to City staff and scheduled users.
- Defined LCSD's responsibility for field equipment to be placed on the field and their ability to approve/deny these requests.
- Defined LCSD's responsibility related to all costs for repairs and maintenance of the restrooms and new field.
- Defined the termination process if LCSD decides to remove itself from the agreement prior to Year 10 of the agreement. LCSD will be responsible for reimbursing the City on a prorated scale of \$50,000 per year.

**Fiscal Notes:**

City will reallocate \$500,000 from the Agate Beach Wayside sports field development improvements to the Sam Case Elementary sports field development project.

**Alternatives:**

Authorize staff to submit the agreement to the Lincoln County School District for the identified project, propose other projects, or as suggested by Council.

**Attachments:**

Draft IGA - City and LCSD Soccer Field  
 Sam Case Aerial Image  
 Sam Case Cost Estimate  
 Central Coast Soccer Letter of Support



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
LINCOLN COUNTY SCHOOL DISTRICT AND CITY OF NEWPORT  
RELATING TO CONSTRUCTION AND USE OF A SOCCER FIELD**

This Intergovernmental Agreement (“Agreement”) is between Lincoln County School District (“District”), an Oregon municipal corporation furnishing educational services in Lincoln County, including that portion of the District within Newport city limits, and City of Newport (“City”), an Oregon municipal corporation furnishing general governmental services within its corporate boundaries.

Both entities are units of local government, organized and operated under the laws of the State of Oregon. ORS Chapter 190 authorizes written agreements between units of local government for the performance of any or all functions and activities that a party to the Agreement has authority to perform. There is no intergovernmental entity created by this Agreement.

**RECITALS**

A. It is in the common interest, of both the District and City to achieve the following objectives:

1. Economically and efficiently serve the public by utilizing resources available to each party to this agreement to the maximum benefit of the parties' respective constituencies;
2. Effectively and efficiently manage use of District and City facilities and grounds for the benefit of Newport's youth, residents, and out-of-town residents;
3. Provide facilities and grounds usable for District and City programs;
4. Establish procedures to encourage cooperative working relationships between District and City personnel at all levels and to quickly resolve issues;
5. Encourage joint and cooperative ventures, including facility maintenance and development;

B. District and City wish to enter into this Agreement to set forth the obligations of both parties relating to the Project.

**AGREEMENT**

In consideration of the mutual covenants of the District and City, each to the other, the District and City do hereby agree as follows:

1. Purpose: The intent of this Agreement is to improve the functionality and usability of an existing sports field, with the primary use for soccer, while not diminishing the current soccer field use at other District and City facilities.

2. Description of Project: The project is located at Sam Case Elementary in Newport, Oregon. The site address is 459 NE 12<sup>th</sup> Street, Newport, Oregon. The current school field is supporting two sports, soccer and baseball. The project will include the relocation of playground equipment, construction of a small retaining wall, earthwork, drainage improvements, and the installation of approximately 54,500 SF of artificial sports field turf.
3. Funding of Project: The City agrees to pay \$500,000 in financial contributions toward the construction of an artificial turf sports field at Sam Case Elementary. The District is responsible for all other costs related to the planning, design, construction, and future maintenance of the location.
4. Construction of Project: The District is responsible for all project details and logistics related to the planning and construction of the field. The District is responsible for obtaining all applicable permits including, but not limited to, City Right-of-Way Permit, Excavation/Grading Permit, and a DEQ 1200-C Permit. The District will need to provide the City with design documents or specifications describing the extent to which stormwater that would otherwise naturally infiltrate will instead be redirected into the City's storm system.
5. Ownership of Facility: The District is the sole owner of the property where the sports field is located.
6. Use of Facility: The City is responsible for scheduling of all field use during non-school hours for the first ten (10) years after construction is complete and the field is ready for public use. The City is responsible for determining the priority schedule of use during the ten (10) year period. The District is responsible for field use during regular school hours and after the first ten (10) year period of use.

The District will have five (5) special use days per school year during the first ten (10) years of public use. The District must request these days no less than two (2) weeks in advance of the desired date of use. The City will provide priority use to the District for the five (5) annual dates requested. The City will try to best accommodate additional District special use requests on a case-by-case basis based on the field's schedule of use.

The District agrees to keep the field open for public use unless mandated by a federal, state, or county authority, or it is necessary to close the space for maintenance or safety purposes.

The District agrees to provide restroom access to scheduled field users during non-school hours. Field users will only have access to the restrooms inside Sam Case Elementary located between the gymnasium and school hallway. The District will inspect the restrooms before and after non-school hour use of the field.

The District and the City will coordinate bathroom keycard assignments for City personnel and scheduled users. The City will assign and track the keycards issued to City personnel and field users. If this model proves to be unworkable for either agency, then the parties agree to work together to develop a reasonable solution.

7. Maintenance of Facility: The District is responsible for the approval/disapproval, purchase, installation, replacement, maintenance, and/or storage of any field furniture and apparatus such as, but not limited to, goals, bleachers, players' benches, regularity signage, etc.

The City agrees that City personnel will be responsible for providing basic restroom cleaning, stocking, and securing of the restroom facility during non-school hours and at the end of each day.

City personnel will be given access to the school's restroom supplies for restocking. City personnel will record the supplies used during non-school hours and the District will bill the City at the end of each month. If this model proves to be unworkable for either agency, then the parties agree to work together to develop a reasonable solution.

8. Repairs to Facility: The District is responsible for all costs related to materials, supplies, and contracted services associated with the maintenance and repair of the restrooms. The District will provide portable toilets if the Sam Case Elementary restrooms are closed due to routine maintenance or repairs.

The District is responsible for all costs related to materials, supplies, testing, and any contracted services associated with the maintenance, repair and/or replacement (whether total or partial) of the synthetic turf field carpet, under drainage, sub-base, and infrastructure of the field.

9. Termination: If the District decides to terminate this Agreement during the ten (10) year period the City is responsible for scheduling, the District will reimburse the City on a prorated scale of \$50,000 per year. E.g., Agreement is terminated in Year 1 - the District will owe the City \$450,000; Agreement is terminated in Year 9 - the District will owe the City \$50,000.

10. Term of Agreement: This Agreement shall remain in effect until and unless the parties mutually agree to terminate or modify it.

11. Notices: Any notices required by the terms of this Agreement to be given by one party to the other, or desired so to be given, shall be sufficient if the writing is by email notification or in a sealed envelope, deposited in the United States registered or certified mail, with return receipt requested, and with postage fully prepaid and addressed to the other party at the following address, or such other address to which either party may have properly notified the other:

City of Newport  
Attn: City Manager  
169 SW Coast Highway  
Newport, Oregon 97365

Lincoln County School District  
Attn: Superintendent  
P.O. Box 1110  
Newport, Oregon 97365

12. Attorney Fees: If either party commences any arbitration, action, suit, or proceeding against the other to rescind, interpret, enforce, or recover damages for breach of the terms of this Agreement, the parties agree that the prevailing party shall be awarded reasonable attorney fees and costs incurred in any such arbitration, action, suit, or proceeding and in any later appeals filed as a consequence thereof. Such costs shall bear interest at the statutory legal rate from the date incurred, until the date paid.
13. Severability: If any part, term, or clause of this Agreement is held by a court or arbitrator to be unenforceable, of no effect or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the Agreement did not contain the particular part, term, or clause held to be unenforceable.
14. Amendments: The terms of this Agreement may be waived, modified, supplemented, or amended only upon written agreement by duly authorized representatives of both parties.
15. Liability to Third Parties: To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act (ORS 30.260 to 30.300), and to the extent otherwise provided for in private contracts of insurance, both the City and District agree to indemnify, defend, and hold the other and its officers, employees, or agents, harmless from all damages, losses and expenses, including but not limited to attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement. No party to this Agreement will be required to indemnify or defend the other party for any liability arising solely out of wrongful acts of another party or third party, or that other party's own officers, employees, or agents. Indemnity and defense for claims arising during the term of this Agreement shall survive expiration or termination of this Agreement.
16. Additional Insureds: Both the City and District agree to obtain and maintain in force at all times during the term of this Agreement a policy or policies of general liability insurance with liability limits of at least \$2,000,000 (two million dollars) per occurrence and \$3,000,000 (three million dollars) in the annual aggregate, with the City policy or policies naming the District and its officers,

employees, and agents as additional insureds, and the District policy or policies naming the City and its officers, employees, and agents as additional insureds.

17. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, and discussions between the parties, whether written or verbal, relating to the subject matter of this Agreement.

LINCOLN COUNTY SCHOOL DISTRICT

CITY OF NEWPORT

\_\_\_\_\_  
By: Superintendent

\_\_\_\_\_  
By: City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Hashed Lines  
Perimeter is 8' track

N. E. 12<sup>th</sup> St

School

Swims

190'

286'

54,340<sup>sq</sup>ft

10,654<sup>sq</sup>ft



April 12, 2022

Mike Cavanaugh, Director  
Newport Parks and Recreation Department  
255 SE Avery St.  
Newport, OR 97365



Dear Mike,

I am writing to express support for the proposal for the City of Newport to partner with the Lincoln County School District to install an artificial turf playing surface on the athletics field at Sam Case Elementary School.

There is a well recognized shortage of athletic field space in the Newport area. Combined with the high youth participation in sports programs with heavy field demands, this shortage has created tension and occasional conflict among user groups, to the detriment of youth sports programs in the area.

The lack of sufficient playing surfaces has the largest impact on youth who participate in recreational and school-based soccer programs as well as adults who want to play organized or ad hoc recreational soccer. Whereas there are 6 dedicated-purpose baseball and softball fields in the city of Newport, access to the three marked soccer fields is limited, as all are multi-purpose fields that are shared with baseball, football, and track & field programs.

While we recognize that the field improvements at Sam Case Elementary School will not result in an increase in the total amount of available field space, we believe that this project is the best option available to increase the effective use of field space which will benefit local youth soccer players. The high usage rates and sub-optimal weather conditions make it very difficult to maintain quality natural grass athletic fields along the Oregon Coast. The result is an uneven and potentially dangerous playing surface. By improving the playing surface at Sam Case Elementary School, recreational and school-based soccer programs will have significantly greater flexibility in scheduling of activities throughout the year. This will have a specific benefit to youth soccer programs in Newport.

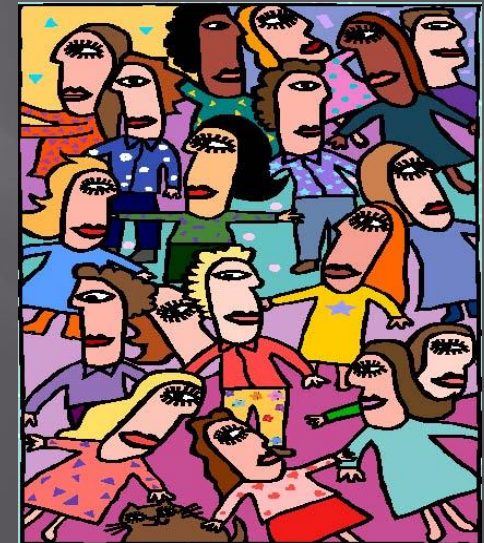
Central Coast Soccer Association is committed to working with the Newport Parks and Recreation Department and the Lincoln County School District to increase access to athletic opportunities and support infrastructural improvements that facilitate these programs.

Thank you for supporting this project.

Sincerely,  
Thomas Hurst, Board President  
Central Coast Soccer Association  
[president@centralcoastsoccer.org](mailto:president@centralcoastsoccer.org)  
541-961-7297

# CITY OF NEWPORT PARKS AND RECREATION COMMITTEE COMMITTEE ORIENTATION

Peggy Hawker  
City Recorder/  
Special Projects Director  
April 26, 2022





# What We Will Talk About

- ▣ How the Parks and Recreation Committee was created
- ▣ Duties of the Parks and Recreation Committee
- ▣ Public Meetings
- ▣ Public Records
- ▣ Ethics

# Parks and Recreation Committee

The Newport Municipal Code provisions related to the Parks and Recreation Committee include:

- A. The Parks and Recreation Committee shall consist of eleven members who shall serve two-year terms. Six members must be residents of the City of Newport. The Parks and Recreation Director shall serve se officio and shall act as secretary for the Committee.
- B. The Parks and Recreation Committee shall have the following rights, responsibilities, and authority:
  - 1. To make recommendations to the City Council concerning parks and trails, recreation center, aquatic center, recreation programs, and Tree City and Bee City USA. Recommendations may include the acquisition, development, use, operation, and disposition of parks, facilities, rules, regulations, and programming.

# More Duties...

2. To serve as the city's Tree Board, with authority to 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, and periodically update a written plan for the care, preservation, pruning, planting, replanting, removal, and disposition of trees and plantings in parks, along public streets, and in other public places.
  - a. As part of this plan, a list of acceptable species shall be developed and maintained for planting trees along public streets. The list shall provide spacing and planting details for each species, and divide trees into three classes based upon mature height: small (under 30 feet); medium (30 to 50 feet); and large (over 50 feet);
  - b. The plan may include criteria for determining, and standards for protecting, heritage trees within the city. The purpose of the heritage tree designation is to recognize, foster appreciation of, and protect trees having significance to the community. Criteria may include such things as species rarity, age, size, quality, association with historical events or persons, or scenic enhancement;
  - c. A draft of the plan and any amendments thereof shall be presented to the City Council and, upon Council acceptance and approval, will constitute the official tree plan for the city. Adoption by the City Council shall be by resolution; and

# And, More Duties...

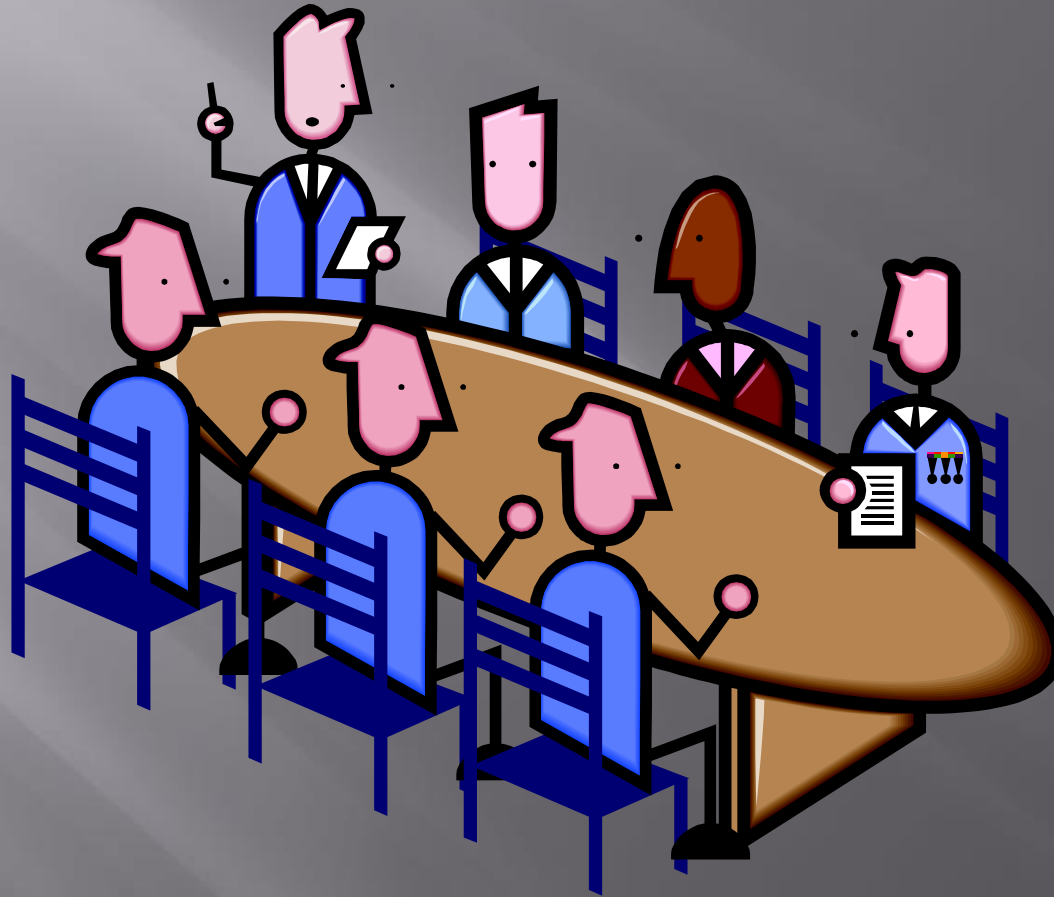
- d. The plan shall be reviewed at least once every three-year period;
- e. The obtain the annual Tree City USA designation by the National Arbor Day Foundation, including coordination of an Arbor Day observance and proclamation.



# QUESTIONS SO FAR

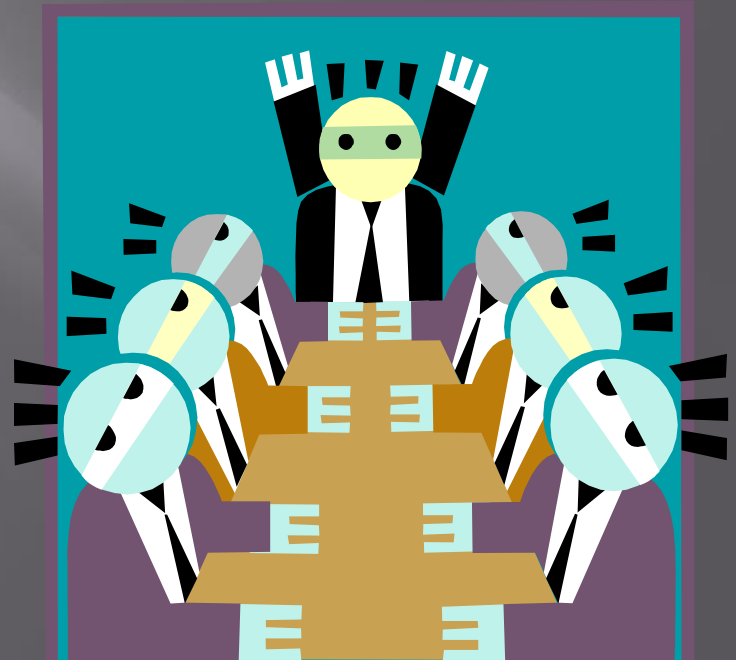


# PUBLIC MEETINGS



# Types of Meetings

- Regular Meetings
- Sub-Committee Meetings



# General Public Meeting Policy

- ▣ Notice is required.
- ▣ Appropriate space and location.
- ▣ Appropriate geographic location.





# AGENDA

**Agendas must contain sufficient information to inform the public of what discussions/actions could occur at a meeting.**

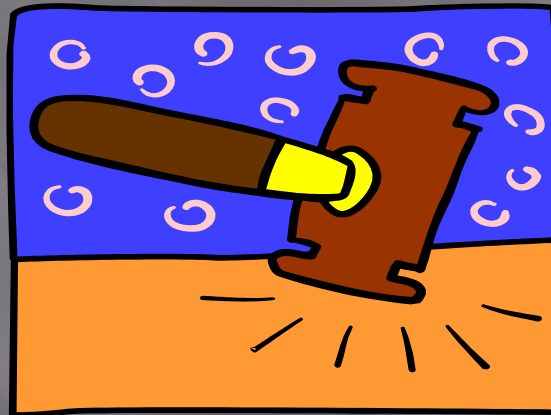
Each agenda item should have attached supporting documentation.

# Public Attendance

- ▣ The Oregon Public Meeting Law is a public attendance law - NOT a public participation law
- ▣ No inherent right for public to offer testimony or comment
- ▣ The City of Newport committee agendas should always contain an agenda item entitled, “Public Comment”

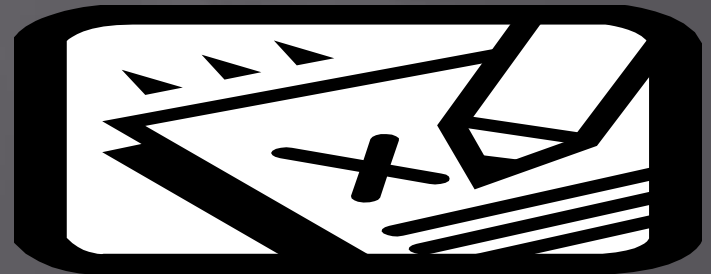
# Control of Meetings

- ▣ Committee chair has inherent authority
- ▣ Authority extends to control over audience, equipment, such as cameras, tape recorders, and microphones



# Voting at Meetings

- ▣ Official actions must be taken by public vote
- ▣ Votes must be recorded in the minutes
- ▣ Secret ballots are prohibited
- ▣ A written vote may be taken, but it must include the committee member's name, and announced with the results



# Be Informed!

- ▣ Read meeting materials needed to make informed decisions
- ▣ Utilize staff reports on each item that contain a proposed motion
- ▣ Information will be available at least three days prior to the meeting
- ▣ Meeting materials will be posted on the website  
- [www.newportoregon.gov](http://www.newportoregon.gov)

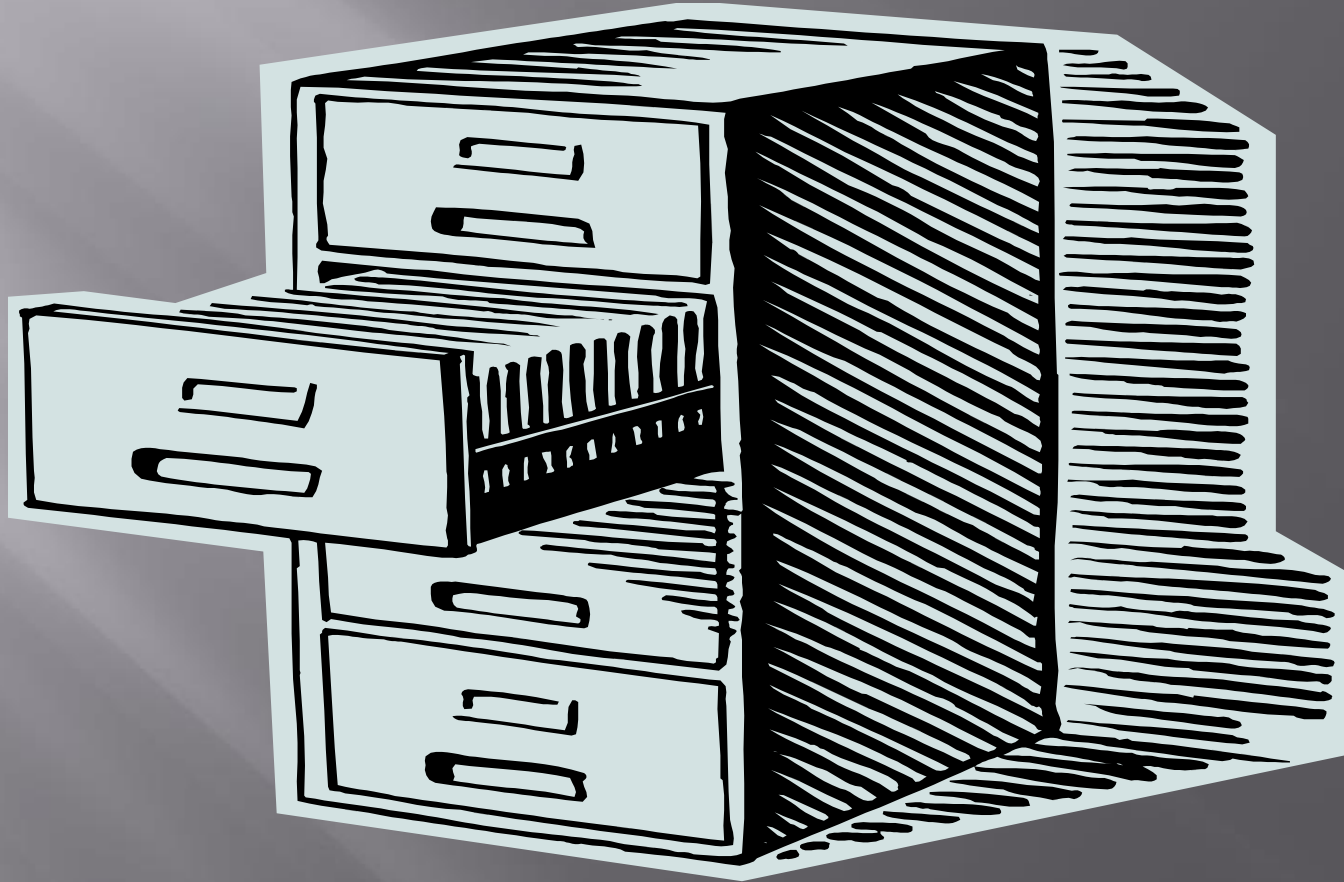
# Minutes

- ▣ Minutes shall be taken at all meetings and include:
  - Members present
  - Motions, proposals, and measures proposed and their disposition
  - Results of all votes
  - Substance of any discussion
  - Reference to any document discussed
  - Minutes are NOT verbatim transcripts

# QUESTIONS SO FAR



# Public Records





# What is a Public Record?

- Any information *regardless of physical form or characteristics*
- Relating to the conduct of the public's business
- Prepared, owned, used, or retained by a public body

# PUBLIC RECORDS POLICY

- Every person has a right to inspect any nonexempt public record of a public body in Oregon
- Disclosure law rather than a confidentiality law
- Identity, motive, and need of requestor is generally irrelevant

# Types of Public Records

- Handwritten
- Recorded
- Files
- Computer Files
- Microfiche
- E-Mails
- Instant Messages
- Photographs
- Maps
- Faxes
- Audio & Video Tapes
- PDA Information
- Text Messages
- More. . .

# Public Records Request Policy

The City Council adopted Resolution No. 3781A, on January 2, 2018, which adopts a public records request policy and fee schedule.



# ETHICS



# Ethics

## Oregon Government Ethics laws (ORS 244)

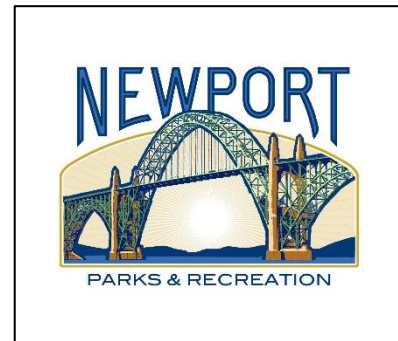
- Applies to public officials, *relatives and household*
- Prohibits public official from receiving financial gain or avoiding financial detriment which results from status as public official
- All employees AND volunteers, such as Committee members, are considered public officials and governed by the Oregon Government Ethics Law

QUESTIONS???

THANK YOU!

# Memo

To: Spencer Nebel, City Manager  
From: Mike Cavanaugh, Director  
Date: April 18, 2022  
Subject: Parks & Recreation Monthly Report – March 2022



## **Park Maintenance Division – Scott Bernards**

- February 28 – Scott Bernards starts as Parks Supervisor. Scott has been visiting many of Newport’s Parks and scenic outdoor areas, and getting the lay of the land.
- March 7 – With assistance from the Public Works Street Crew we pruned Shore Pines, hedged, cleaned curbs and parking lots at the Newport Public Library.
- Coordinated with Newport Plumbing and J & J to replace irrigation pump at Frank Wade Park’s large Baseball Field. Ground FX will be repairing the irrigation system and working on the field grade after this year’s baseball season.
- Mike Cavanaugh, Scott Bernards and Anita Albrecht revising the ‘Clean-it’ program – like ‘Fix-it’ and ‘Helpdesk’ it is a way to report any needs or maintenance requests within our city parks and facilities. Planning to relaunch ‘Clean-it’ soon for use in-house for city departments to report any issues.
- Replaced two pallets of sod at Coast Park. Planted Rosemary (unfortunately it was an interactive Children’s game to pull the plants out!) at Coast Park. Will replant once we have a fence along the hillside.
- Met with Bernie Schuette – Lincoln County PUD, at the potential site for the Urban Orchard and Community Garden expansion. The site is OK to develop, as long as we do not block access to the base of the power pole, for PUD trucks to access.
- Crew finished the replacing the hand rail that was missing or rotten at Betty Wheeler park.
- Planning the Arbor Day events with Jenni Remillard – April 30<sup>th</sup> at the Recreation Center.
- March 14 – with our Volunteer Workgroup, Scott and Anita replanted the City Hall sign bed, and did a big clean up on the neglected Southwest bed, next to the main entrance stairs at City Hall. New viola, lobelia, Lemon thyme and Shasta Daisy plants will be coming on.
- Finished pruning Lavender around Angle Street Lot – Farmer’s Market is back on Saturdays, starting March 26<sup>th</sup>.
- March 24 - Volunteer Workday at the Newport Library, and we pulled weeds, dug out the dead Rhododendron, trimmed shrubs and improved the Olive Street landscape.
- With help from Public Works Streets Crew, and we cleaned the city owned parking lots above Mo’s restaurant on the Bayfront. This has been an on-going clean-up with help from the Adult Corrections crew, Jovita Ballantine and our maintenance crew to deal with some



transient camps and needed maintenance. It was a big job! Clear site lines to improve visibility.

- Mowing Season is starting now.
- Gathered and cut metal and wood for four new garden boxes at Frank Wade.
- General cleanup of parks getting them ready for Spring Break.
- March 29 - meet with Consuelo Kammerer, with Surfrider, at the Surfrider Raingarden at City Hall. We plan to meet Consuelo at the Surfrider Raingarden and work with Newport's Volunteer Workgroup in April.
- March 30 – Adult Corrections has helped clear over grown vegetation from the hill side. Worked on Foul Ball bonnet at Betty Wheeler field, which has become a safety issue. This will be a project, and is just in the initial phase – removal of the failed fencing. More information to follow . . .
- March 30 – Mike Cavanaugh, Scott Bernards and Anita Albrecht met with Carl Nodzinski to get the basic information to bring GIS into the Parks Maintenance world!



*Library Parking Lot after Clean Up*

#### **60+ Activity Center – Sonia Graham**

- Hosted successful Coffee and Conversation with Sonia discussion. Will continue discussion monthly – open to all members of, or those interested in, the 60+ Center to participate.
- Was interviewed for and highlighted in article in the Newport News Times as the new Supervisor of the 60+ Activity Center.
- Submitted budget expenditure requests for 2022/2023 fiscal year.
- Interviewed and finalized paperwork for Easter Seals sponsored part-time office worker.
- Guided volunteers through completion of inventory of items in all rooms of Center.
- Presented to Rotary Club of Newport on 60+ Activity Center.
- Attended National Diabetes Prevention Program virtual meeting.

- Meeting with City Engineers and Civil West to discuss moving forward with north entrance expansion project.
- Attended meeting with Samaritan Health Services RHEHub to discuss partnership with 60+ Center. Bryn and Sonia invited to join RHEHub Steering Committee.
- Attended new Supervisor training regarding employment law at City Hall.
- Attended Senior Association Board, and Advisory Committee meetings.
- Attended Parks & Rec Staff Meetings and one on one meetings with Mike.
- Attended SOAR monthly meeting.
- Joined Connect Oregon Online Community of Practice event.
- Attended Women in Business Unplugged Chamber event.
- Attended Rotary weekly lunches.
- Attended Chamber of Commerce lunches, Ambassador spotlights and month-end meeting.

Highlights for the month:

- On Wednesday, March 2, more than 20 persons were in attendance as Lincoln County's new Veterans Service Officer, Keith Barnes, shared information regarding benefits many do not realize they qualify for as a veteran or surviving spouse of a veteran.
- Patrons were invited to a casual 2<sup>nd</sup> Monday of the month "Coffee and Conversation with Sonia" that was launched in March. Several people showed up to share with her their thoughts about various topics.
- A new weekly Writers' Discussion Group began on Monday, March 7, as people were invited to come and share their writing or just come and listen and share in the discussion.

Meetings

- 3/10 SOAR
- 3/16 Senior Association Board meeting
- 3/16 Policy & Procedure Review meeting with Advisory Committee Team
- 3/17 National Diabetes Prevention Program Coordinators meeting
- 3/18 60+ Center Expansion Project meeting
- 3/24 Samaritan RHEHub & 60+ Center Partnership meeting
- 3/28 60+ Activity Center Advisory Committee

Number of Programs Offered:

- Total Programs – 22
- Senior Fitness – 8
- Senior Social Programs – 6
- Senior Educational Programs – 6

General Revenue Generated: \$ 1,580.00

Total YTD: \$ 8,101.82

| Marketing PSA's:          |   | YTD |
|---------------------------|---|-----|
| Regular PSA's:            | 3 | 18  |
| Community Calendar spots: | 0 | 01  |

| Volunteer Hours:    |                             | YTD      |
|---------------------|-----------------------------|----------|
| Fitness:            | 8 volunteers – 62.00 hours  | 321.00   |
| Educational:        | 6 volunteers – 43.00 hours  | 123.00   |
| Social:             | 8 volunteers – 121.50 hours | 676.50   |
| Office:             | 1 volunteer – 27.00 hours   | 362.75   |
| Gift/Lounge shop:   | 5 volunteers – 263.20 hours | 1,863.30 |
| Transportation:     | 0 volunteers – 0.00 hours   | 00.00    |
| Advisory Board:     | 4 volunteers – 3.50 hours   | 38.50    |
| Friends:            | 6 volunteers – 0.00 hours   | 50.00    |
| Senior Association: | 5 volunteers – 5.00 hours   | 39.25    |
| Accreditation team: | 0 volunteers – 0.00 hours   | 9.00     |
| Advisory Wk groups: | 3 volunteer – 13.50 hours   | 57.75    |
| Clean-up            | 1 volunteer – 1.00 hours    | 42.00    |
| 60+ Bryn            | 1 volunteer – 50.00 hours   | 165.50   |

TOTAL VOLUNTEERS: 48

**Sports Division – vacant**

No Report

**Aquatic Center – Keeley Naughton**

- Participated in a meeting regarding the recent OSHA walk through of the Aquatic Center, and discussed a few changes that need to be made. I have been working on creating several documents for the Aquatic Center including a chemical spill response plan, respiratory protection procedure, and safety plan.
- Participated in a phone screening for a candidate for the Assistant Aquatic Supervisor position. An in-person interview is scheduled for next week.
- Facilitated an in-service training for staff on March 19. Staff practiced shallow water spinal motion restriction, CPR, first aid, and extrication from the hot tub.
- Attended the Oregon Recreation and Parks Association Aquatics Section monthly Zoom call.
- Attended a supervisor training by CIS.
- Attended this month's Parks and Recreation Advisory Committee meeting.

Programs/Events

Due to staffing shortages, we were unable to offer group or private swim lessons in March. We did offer a swim lessons clinic for parents to attend with their children. Parents learned how to

teach their child some basic beginner level swim lesson skills. We had 16 families attend this clinic, and received overall positive feedback from parents. We look forward to offering this clinic again in April.

We held several special programs and events during the week of Spring Break.

- Tropical Tuesday pool party- 55 participants
- Water Aerobics Wednesday- 6 participants
- Thrifty Thursday pool party- 60 participants
- Fitness Friday- 5 participants
- Splash Party Saturday pool party- 77 participants

Boot Camp numbers have increased this month after the mask requirement was lifted. We have seen an average of 15 participants per class.

Our morning water aerobics instructor, Marie Beaulieu, retired on March 4<sup>th</sup>. Rebecka Lakeman will be taking over Marie's Friday morning water aerobics class. At this time, we don't have any staff available to teach her class on Tuesday-Thursday mornings.

#### Rentals:

- U.S. Coast Guard
- OSU Ship Operations
- OSU Small Boating Safety Class
- Pilot Rock Elementary school

#### Facility

We are continuing to see more chipping occurring in all three pools. 3-4 times per month, staff gets in the activity and lap pools and applies an epoxy putty to seal the chipping areas. The putty requires 48 hours to cure before people can get back in the pool, which means the putty can only be applied on Saturday nights after the facility shuts down for the weekend. If we find newly chipped plaster on a Tuesday, we have to wait several days to apply the putty. At that point, water has gone underneath the plaster, causing the chipping to expand. It has been very difficult and frustrating to try to keep up with.

#### Staffing Update

We are currently recruiting to fill 5 part-time lifeguard positions. The Assistant Aquatic Supervisor position is also still vacant. We had 3 lifeguards resign this month, two of which were brand new employees who had higher paying job opportunities come up. We are still seeing very few applications come in. I have reached out to both the community college and the high school to share our job posting, but have not had any luck with finding employees through them. We are mostly looking for staff to work the mid-day and evening shifts Tuesday-Thursday. We were originally hoping to reopen during the 1-3:30 pm time frame in April, but we will not be able to. We plan to reopen during that time frame as soon as staffing allows.

Open swim times were busy this month, especially during Spring Break weeks. It is great to see so many people back at the pool, but it has become increasingly difficult for our small staff to

safely monitor the large bather loads, especially in the evenings when we are extra short staffed. In addition to the mid-day closure of the Aquatic Center, staffing shortages have forced us to reduce or eliminate some of our programs. This has been very frustrating for many community members.



*Tropical Tuesday Pool Party*



*In-Service Training*



*Spring Break Pool Party*

### **Recreation Center – Judy Mayhew**

Our newest Building Attendant, Jeremiah Serrano, has been trained and is working regularly, bringing us up to full staff for the first time in many months.

A new Recreation Leader was hired during March. Cassidy Hubbs joins us and brings much experience to our after-school program.

March 12 marked the end of mandatory mask wearing in our facility. This has given much relief to staff, who were tasked with enforcing the policy.

Billie Bechtel, our Sports Coordinator, resigned his position, effective March 18. Billie is moving back to San Diego to be closer to family. We wish Billie good luck.

Justin Layton, our former Sports Rec Leader agreed to fill-in part-time for the Sports Coordinator position until one is hired. We are very thankful to have Justin assisting us.

We have recently had several incidents involving middle school kids bullying, fighting and generally misbehaving. We are working to get a handle on this, notifying parents, etc., but we are realizing the issue is a lack of supervision. Unfortunately, we do not have the staff or budget to rectify this.

The Recreation Superintendent participated in a phone interview for the Assistant Aquatic Supervisor position.

We have jumped through all the hoops and passed our inspection to once again be a DHS child-care provider. We believe this may increase our number of participants and are pleased to be able to provide this service to our community.

Jenni Remillard, Recreation Programs Specialist and Brenda Luntzel, Fitness Specialist, presented the KNPT Newport Today radio show on March 31. Topics included adult sports, childcare and our upcoming Arbor Day celebration.

Our Clean Beaches Art Contest ran February 18 through March 27 and had 16 participants. Participants cleaned up an area of the beach and then used natural found objects to create a piece of art.



*Clean Beaches Art Contest Submitted Pictures*