



February 28, 2018  
8:35 a.m.  
Newport, Oregon

## Parks and Recreation Committee Meeting

### ROLL CALL

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

**Members present were:** Nancy Steinberg, Jennie Scarborough, Kevin Greenwood, Jeff Schrantz, Luana Beeson, Brian Norris.

**Absent:** Karen Smith, Cheryl Brown, Paul Stangeland, Al Gilhuly, and Mark Saelens - Council Liaison.

**Staff/Guests in attendance were:** Jim Protiva - Parks and Recreation Director, Rachel Cotton - Assistant Planner, Judy Mayhew - Recreation Superintendent, Jenni Remillard - Recreation Programs Specialist, Brenda Luntzel - Fitness Specialist.

### ACTION ITEMS

#### **Approval of Minutes - January 24, 2018**

MOTION was made by Greenwood, seconded by Scarborough, to approve the minutes of the January 24, 2018 meeting. The motion carried in a voice vote.

### PUBLIC COMMENTS

None.

### DISCUSSION ITEMS

#### **Tree Plan Draft - Rachel Cotton, Assistant Planner**

Cotton distributed the draft Tree Plan to the Committee and stated that she would like to get the Committee's input on the species list. She explained how she determined the list, using other coastal community tree plans and other research. Steinberg stated that she would like to use expert arborists to assist in determining the list. Protiva mentioned that they might want to ask Rennie Ferris for input as he had many years of experience in landscaping and nursery's. He added that there was a nursery in Gleneden Beach that might be able to help, and staff person Donna Davis is a Master Gardener. Norris asked how the list of trees for parks was developed, noting that it was hard to determine why certain trees were listed or excluded. Cotton noted that some trees grew too big and broad to be considered for parks, and others were excluded due to wind factors, noting that there are somewhat different climate zones on the coast. Cotton added that they should also continue to develop the list of trees that should not be planted, trees that don't thrive on the coast, or are known as invasive. Protiva stated that he would contact Rennie Ferris to see if he could assist the Committee with the Tree Plan. Cotton stated that the plan would determine who will play the role as gatekeeper, whether it is Public Works, and if they have the capacity to do that, or if it would be the Parks and Recreation Committee as they serve as the Tree Board. Since the plan will be approved by ordinance, either Peggy Hawker, City Recorder, or Steve Rich, City Attorney, may have to make those determinations.

Steinberg stated that she thought there should be information at the beginning of the Plan that addressed who the Plan applied to, whether City or private property, and who would enforce it. The Committee discussed the permitting process that would be associated with the Plan and what the format might be

#### **Parks Master Plan Update - Rachel Cotton, Assistant Planner**

Cotton noted that RFP's for the Parks Master Plan were due that day but she had not seen any of them, yet. She stated that it is typical for proposers to wait until the last day. She noted that there would be a team reviewing and scoring the proposals and she was hoping someone from the Parks & Recreation Committee would be a part of it. Steinberg stated that she was willing to volunteer for the selection team.

#### **Request for Bench at Vietnam Memorial - Don Davis Park - Update**

Steinberg reminded the Committee that they had received a request from a citizen that wanted to place a memorial bench at Don Davis Park, and they had denied the request, stating that they needed to develop a procedure and plan for placements of benches. Protiva stated that he found one example of a policy that they might be able to use and handed out copies of the park bench policy from Berkeley, California. Protiva reviewed some of the points that he would like to see included as they work on developing the policy. Greenwood stated that there should be wording on how to handle denials of a request. Norris noted that it would be important to ensure that wording on memorial plaques or benches was not inappropriate. He added that the policy should address the style and material of benches that can be used. Steinberg stated that the information Protiva provided did not address the question regarding the request for the bench at Don Davis Park. Protiva noted that the committee might be comfortable agreeing that at least one bench per park will be approved in the future, and he suggested the committee consider allowing the current request to be approved under that assumption. The committee agreed. Steinberg asked if the mapping for benches would be included in the Parks Master Plan. Protiva stated that it could be. The Committee asked for wording that allows the person that initially paid for the bench to replace it at the end of its useful life, before a bench in disrepair is removed.

#### **Recreation/Aquatic Center Voucher & Survey - Update**

Mayhew noted that she, Kathy Cline and Mike Cavanaugh are working on the voucher and survey and expect to have it completed and ready to mail in the March water bills. She added that they expect to use Survey-Monkey and that they are working towards building an email list for future newsletters and other ideas. Steinberg asked that the Committee receive the results of the survey.

#### **FY18/19 - Committee Goals**

Protiva handed out a draft of the FY18/19 goals for the Committee to review. He noted that he had attended the City Council meeting where they reviewed and prioritized the goals and the ones that were deemed a priority would be funded. Greenwood asked to add roof repairs to the FY18/19 goals.

#### **Skate Park - Update**

Protiva noted that there had been a public outcry to improve the Skateboard Park and Sam Moore Park area due to overgrown areas, graffiti and general degradation of the park. The City had contacted Dreamland Skate Parks in Lincoln City, a company that designs skateboard parks all over the world. The company had provided some concepts and ideas that the City could use. The City will be paying for improving drainage in the area, grinding and polishing the surface for a safer riding experience, patching holes in the surface, and re-painting where needed. The next level of repair requests would cost approximately \$45,000, so those would not be done immediately. Protiva added that at some point the City might

decide to move the skateboard park to another location. Steinberg noted that this should be included in the Parks Master Plan.

### **DIRECTOR'S REPORT**

Protiva introduced staff member Jenni Remillard, Recreation Program Specialist. Remillard noted that she had started with the Parks and Recreation Department last May, and manages the afterschool program and summer program for kids, and assists in special events. Remillard added that she is currently working on a scavenger hunt that is designed to get people to meet new people and get them into businesses, doing charity works and silly things. Remillard reviewed some of the new items that she had added to the afterschool program that were on a more educational level. Remillard she had many ideas for the summer program and would be well prepared.

Protiva introduced staff member Brenda Luntzel, Fitness Specialist. Luntzel noted that being quite new, she was learning and listening to facility users, and observing what happens at the Rec Center. She added that she had 35 years of experience in fitness management and was taking steps to understand the needs of our patrons. Luntzel added that she has re-started classes that are offered to annual pass-holders and described two of them: Cardio and Core strength class, and Aqua Interval class which is held in the Activity Pool.

Protiva handed out the department report for February and reviewed the highlights with the Committee. Beeson asked if Protiva attended the Boosters meeting. Protiva stated that he did, and when he couldn't attend, he sent Mike Cavanaugh. Greenwood mentioned the work being done on Betty Wheeler Field and was glad to see it getting done.

### **SUB-COMMITTEE UPDATES**

Steinberg mentioned the sub-committees format and thought they should discuss and review it. She asked that it be addressed at the next meeting.

### **PUBLIC COMMENTS**

None.

### **COMMITTEE COMMENTS**

Beeson asked if the Committee would be doing anything to commemorate Arbor Day. Steinberg noted that as a Tree City USA town, the Committee does an annual tree planting, but they have traditionally done it near the end of the year.

#### **Develop Next Agenda**

Park Benches Policy Update  
Parks Master Plan Update  
Sub-Committees Format Discussion  
Committee Applicant Interview  
Survey/Voucher Update  
Old Pool Building - School District Plans

#### **Establish Next Meeting Date**

Due to Spring Break, the meeting will be held on March 21.

#### **Adjournment**

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