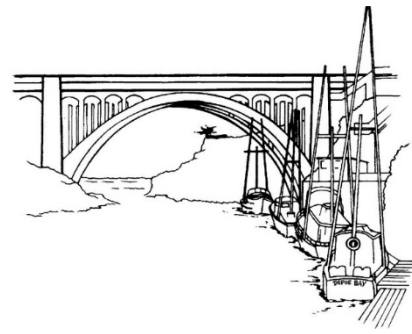


City of Depoe Bay

Parks Commission Regular Monthly Meeting
December 20, 2023 – Wednesday, noon
Depoe Bay City Hall – 570 SE Shell Avenue



*The meeting location is accessible to the public or call (888) 204-5987, access code 9599444 to attend.
Public comments may be made via email up to two hours before the meeting start time at
info@cityofdepoebay.org.*

AGENDA

- A. Call Meeting to Order and Establish a Quorum
- B. Approve Meeting Minutes
 - 1) Parks Commission Special Meeting Minutes_10-25-2023
 - 2) Parks Commission Special Meeting Minutes_11-22-2023
- C. Unfinished Business
 - 1) Recreational Immunity
 - 2) Change to Parks and Recreation Commission
- D. New Business
 - None.
- E. Staff Reports
 - 1) Public Works Director
 - 2) City Recorder
- F. Parks Commissioners Concerns
- G. Adjourn

Depoe Bay City Hall is accessible to the disabled. If special accommodations are needed, please notify City Recorder at 765-2361 48 Hours in advance of the meeting so that appropriate assistance can be provided.
TTY#1-800-735-2900

"This institution is an equal opportunity provider."

Depoe Bay Parks Commission Special Meeting
Wednesday, October 25, 2023 – 12:00 PM
Depoe Bay City Hall

PRESENT: R. Vincent, T. Monday, I. Ferreira, K. Lauer
ABSENT: None
STAFF: City Recorder K. Wollenburg
GUEST(S): None

A. CALL MEETING TO ORDER AND ESTABLISH A QUORUM
Vincent called the meeting to order and established a quorum at noon.

B. MEETING MINUTES

Motion to approve the minutes from the September 29, 2023 Parks Commission meeting made by Monday; seconded by Ferreira.

Motion Passed: 4/0
Ayes:

C. UNFINISHED BUSINESS

Chair Vincent asked City Recorder Wollenburg about updates on some various projects such as the big bridge on the Nature Trail. She shared that she's having a meeting with the City Engineer today to discuss the project and from what she understands they are almost finished with the design. She'll bring more to the next meeting.

D. NEW BUSINESS

1) Holiday Events

City Recorder Wollenburg spoke to the Commission about the potential of having a trick-or-treat event downtown and she's working with the Chamber of Commerce to get this going; however, she hasn't heard recently from the Chamber so needs to get an update on the event. Chair Vincent asked about the Trunk or Treat and City Recorder Wollenburg said that was tabled until next year given the timing of the request and the short time to plan.

City Recorder Wollenburg shared that the mayor is doing the Community Potluck, and the City is working on things for the holiday season, including sharing that she's working on a craft fair for the first two days of December. She also spoke about having a meet & greet at City Hall for the Chamber. She spoke about having the tree lighting on December 1 at the City whale and that new wreaths have been ordered for the bridge. She shared that the holiday items would be done the week after Thanksgiving.

Chair Vincent said it would be nice to have the businesses downtown participate and noted that they tried last year but it was very difficult to get the businesses downtown to participate and there was just not a lot of interest in doing the decorating and staying open late.

Chair Vincent shared about some other places where the whole downtown participates and he'd like to see the same thing in Depoe Bay. Lauer said that you could create a special place where people could go to enjoy the lights. Chair Vincent said that they tried for the crab pot tree last year and it was great but there just wasn't a lot of folks involved. Lauer said he'd think from a business standpoint that they would participate. Chair Vincent said it would be up to them

2) What next? General Discussion

- a. City Recorder Wollenburg shared that she had some councilors mention that if there was going to be any kind of event planning, that it would fall under a Parks and Recreation Commission. They asked her to explore the idea. City Recorder Wollenburg shared that from her research, other cities might have a Parks Commission but they would have special committees within to handle things like trees, bees, or other special things.
- b. Chair Vincent said the most challenging thing is getting volunteers. Discussion followed that adding an event planning part to it would likely encourage more volunteers to join and help with events such as cleanup events and other things within the community for the community and tourists.
- c. Chair Vincent says he believes that people will participate if it's kept local. Discussion followed regarding past events and the potential of expanding the Parks Commission's focus.
- d. The Commission concurred with City Recorder Wollenburg providing a draft for the expansion of the Commission, and she asked for it to be presented by someone from the Parks Commission. Chair Vincent said he would be willing to present this idea to the Council.
- e. The Council discussed the next meeting. City Recorder Wollenburg said she will be on vacation during the next meeting and it was decided for the next meeting to be on Thursday, November 22. Chair Vincent asked for a list of names and numbers of Committee members. The Commission then discussed that the next meeting should be on December 20 at noon.
- f. The Commission discussed the upcoming potluck and confirmed the day and time.
- g. Monday said he was at one of the parks and was looking around for a trash can and was further north of the seal. City Recorder Wollenburg said there is no park north of the seal. He asked about the vacant property where there used to be a house. City Recorder Wollenburg told him that property was not owned by the City. Discussion followed regarding the locations of the various parks along Highway 101 and specifically which ones were City owned and others were not. He spoke about a rope extending down from the cliff and City Recorder Wollenburg said we don't have a park that uses a rope to get to the beach.

3) Budget

City Recorder Wollenburg shared the FY 23/24 budget and a current expenditure report for the parks department. The Commission discussed the upcoming budget cycle and the current one and what kinds of projects were going to be done or needed to be done. City Recorder Wollenburg said she needed to get

quotes for the playground resurface and other things that needed to be done and will work on this after the first of the new year.

Ferreira asked about the expenditures more related to the history of Depoe Bay and wondered if the City should have some sort of mascot and the Commission discussed that and if it would be an option to have a gray whale as a mascot. Chair Vincent said that Lincoln City has an octopus.

E) PARKS COMMISSIONER CONCERNS

Vincent – Said he's opting out of the Lincoln County Planning Commission at the end of this year.

Monday – None other than requesting a contact list.

Ferreira – None.

Lauer – None.

F) ADJOURNMENT. Meeting adjourned by Vincent at 12:53 PM.

Submitted by:

Reviewed by:

Kimberly Wollenburg
City Recorder

Robert Vincent
Chair, Parks Commission

Depoe Bay Parks Commission Special Meeting
Wednesday, November 22, 2023 – 12:00 PM
Depoe Bay City Hall

PRESENT: R. Vincent, T. Monday, I. Ferreira, K. Lauer
ABSENT: None.
STAFF: City Recorder K. Wollenburg; Public Works Director B. Weidner
GUEST(S): None

A. CALL MEETING TO ORDER AND ESTABLISH A QUORUM

Vincent called the meeting to order and established a quorum at noon.

B. MEETING MINUTES

None.

C. UNFINISHED BUSINESS

1) Holiday Events Update

City Recorder Wollenburg shared with the Commission the flyer she created with the holiday events schedule and went over each item and what would be done during each event. She shared that they had a Santa and Mrs. Santa scheduled for the tree lighting on December 1. Neighbors for Kids were also scheduled to sing holiday songs at the lighting at 5:00 PM. Lauer said he thought the schedule was good for the holidays. City Recorder Wollenburg shared that a couple of the boat owners have decorated their boats and there is more decoration planned for the harbor.

D. NEW BUSINESS

1) Recreational Immunity

Chair Vincent said he's seen this in the news. City Recorder Wollenburg shared that she spoke to the City's insurance company and learned that their biggest concerns are improved trails that lead to water. She explained the basics of the case and that the issue is whether or not the plaintiff was recreating when she walked on a boardwalk with her dog to the beach. She shared what other cities are doing or not doing and that the Council last night passed a resolution requesting legislative intervention on this issue. She noted that the Council is supportive of the Parks Commission working with City staff to do an inventory of each park and scenic area to identify risks or things that need to be repaired.

Monday asked about the park where there are steps to a park and City Recorder Wollenburg said that she spoke to the insurance company and was told that because the steps lead to a park that leads to the water's edge as part of the park, the stairs weren't access directly to the water.

The bridges on the Nature Park were discussed as well and whether they would fall under this loss of recreational immunity. It was determined that the trail is recreation so they wouldn't. Chair Vincent asked about the update on the bridge repair. City Recorder Wollenburg shared that she is still waiting for material

from the City Engineer with the idea of maybe doing both bridges once something was mobilized to save money.

The Commission would begin doing an inventory and review of the parks and scenic areas in January.

2) Change to Parks and Recreation Commission

City Recorder Wollenburg shared a list of duties and responsibilities for the Parks Commission to consider as part of their expanding role into recreation to become a Parks and Recreation Commission. She spoke about things like them working on the annual Polar Plunge and National Night Out as well as other things that could be done to support community and tourists. Ferreira spoke about getting out more information related to events going on within the City such as the recent mushroom festival. City Recorder Wollenburg said that wasn't a City event and that the City doesn't have a general events calendar but it is possible that a new staff member recently hired could work with the Commission to put something like that together.

Laurer asked where the money went for the crab feed, and City Recorder Wollenburg shared that it didn't come to the City and as far as she knew, it went to the Chamber. The Commission discussed having a budget for events that they would follow.

3) PARKS COMMISSIONER CONCERNS
Vincent – None.

Monday – None.

Ferreira – None.

Lauer – None.

4) ADJOURNMENT. Meeting adjourned by Vincent at 12:57 PM.

Submitted by:

Reviewed by:

Kimberly Wollenburg
City Recorder

Robert Vincent
Chair, Parks Commission

ORDINANCE NO. XXX-24

**AN ORDINANCE AMENDING ORDINANCE XXX TO CHANGE
THE NAME OF THE PARKS COMMISSION TO PARKS & RECREATION
COMMISSION, REPEAL ORDINANCE NO. 206 AND REPLACE WITH A NEW
CHAPTER 32.07**

WHEREAS, the City of Depoe Bay adopted Ordinance 206 establishing the Depoe Bay Parks Commission on September 6, 2022 to advise the City Council of matters concerning the upkeep and operation of the City of Depoe Bay parks and public use buildings; and,

WHEREAS, the Parks Commission has recommended to the Depoe Bay City Council to change the Commission name to the Parks and Recreation Commission; and,

WHEREAS, the Parks Commission has recommended to the Depoe Bay City Council that the duties and responsibilities, and charge, of the Parks Commission be expanded to cover recreational and community planning events.

NOW, THEREFORE, the City Council of the City of Depoe Bay ordains as follows:

1. The name of the Parks Commission is changed to the Parks and Recreation Commission.
2. Ordinance No. 290 is amended to repeal Section 1.030 REMOVAL FROM OFFICE in its entirety.
3. Ordinance No. 206 is repealed in its entirety and replaced with the attached Exhibit "A."

Introduced and passed at the first reading at a regular meeting of the City Council of the City of Depoe Bay on this ____ day of January 2024.

Passed the second reading and adopted by the City Council of the City of Depoe Bay on this ____ day of January 2024.

WHEREAS, the adoption of this ordinance is necessary to preserve the peace, health, safety, and welfare of the citizens of the City of Depoe Bay. This ordinance amendment shall be in full force and in effect thirty days after its adoption by the City Council of Depoe Bay.

Approved and signed by the Mayor of the City of Depoe Bay this ____ day of January 2024.

Kathy Short
Mayor

Attest:

Kimberly Wollenburg, City Recorder

EXHIBIT “A”

CHAPTER 32.07: PARKS & RECREATION COMMISSION

Rules and Regulations

- 32.01 General Provisions
- 32.02 Membership
- 32.03 Attendance
- 32.04 Vacancies in Office
- 32.05 Compensation of Members
- 32.06 Organization of the Commission
- 32.07 Quorum
- 32.08 Voting
- 32.09 Meeting Time and Place
- 32.10 Location of Business Records
- 32.11 Commission Procedures
- 32.12 General Powers and Duties
- 32.13 Recommendations to the City
- 32.14 Normal Maintenance

RULES AND REGULATIONS

§ 32.01 GENERAL PROVISIONS.

Purpose. The purposes of the Commission are as follows:

1. To develop long and short-term plans for the acquisition, development, implementation and evaluation of park and recreation facilities, services and programs based upon identified and anticipated needs of the residents of the City of Depoe Bay (the “City”).
2. To advocate for the preservation, development, implementation and evaluation of park and recreation facilities, services and programs according to long and short-term plans.
3. To encourage and develop community awareness, appreciation, involvement, and the use of the City’s recreation and park facilities, services, and programs.

§ 32.02 MEMBERSHIP.

Membership shall consist of seven (7) members to be appointed by the City Council, not more than two (2) of whom may be non-residents of the City of Depoe Bay. Members shall serve a for (4) year term and may seek reappointment upon the conclusion of their term.

§ 32.03 ATTENDANCE.

If any member is absent from three (3) regular meetings consecutively, except under emergency circumstances, or shall be absent from 50 percent of the meetings held during any six-month period for any reason, that member’s seat may be deemed vacant by the City Council. Any member of the Commission may be removed by a majority vote at any time without cause.

§ 32.04 VACANCIES IN OFFICE.

Any vacancy in the Commission shall be filled by appointment made by the City Council for the unexpired portion of the term.

§ 32.05 COMPENSATION OF MEMBERS.

The members of the Commission shall receive no compensation as such, except as the City Council may approve reimbursement to Commission members for out-of-pocket expenses.

§ 32.06 ORGANIZATION OF THE COMMISSION

President and Vice President: At the first meeting of the year, the Commission shall elect a president and a vice president from its membership. They shall hold office at the pleasure of the Commission.

The president shall preside over all Commission meetings. The vice president shall preside over the meetings in the absence of the president. The president and/or vice president shall perform such other duties on behalf of the Commission as imposed by the Commission or ordinance.

Secretary: The Commission shall elect a secretary, who need not be a member of the Commission, and who shall serve at the pleasure of the Commission. The secretary shall keep an accurate record of all proceedings of the Commission and shall perform such other duties as are imposed by the Commission.

A vacancy in any office of the Commission may be filled by appointment through a majority vote of the Commission. The member appointed to such vacancy shall serve for the remainder of the term of the officer he or she replaces. If both the President and the Vice President's offices are vacant, then the Secretary shall serve as President pro tem for the purposes of conducting elections, and in the absence of the Secretary the designated Staff Liaison shall serve as President pro tem for purposes of conducting elections.

§ 32.07 QUORUM.

Three (3) members of the Commission shall constitute a quorum.

§ 32.08 VOTING.

The concurrence of a majority of the members present at a Commission meeting shall be necessary to decide any question before the Commission.

§ 32.09 MEETING TIME & PLACE

The Commission shall meet at least once each month. The regular meeting place of the Commission shall be as designated by the Commission from time to time as needed to conduct business.

§ 32.10 LOCATION OF BUSINESS RECORDS.

The records and official papers of the Commission shall at all times, during reasonable business hours, be subject to inspection by any Commission member, City Council, or members thereof. The records and papers of the Commission shall be retained and disposed of in accordance with the Oregon Public Records Act, and shall be housed in the office of the City.

§ 32.11 COMMISSION PROCEDURES.

The Commission may make, establish and alter rules and regulations for its governance and procedure consistent with the laws of the State of Oregon and with the Charter and Ordinances of the City of Depoe Bay.

§ 32.12 GENERAL POWERS AND DUTIES.

Act in an advisory capacity to the City Council and City staff on matters pertaining to public recreation, parks, recreation/community center facilities, and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks;

Aid in coordinating recreation and park services with any program of governmental agencies and voluntary civic organizations;

Review recreational services, facilities, and parks that exist or may be needed, and advise the city council as needed;

Act in advisory capacity in preparation of annual budget for recreation and long-range recreation and park and playground capital improvement program;

Recommend to the city council fees or charges to be paid by residents and nonresidents for use of city recreational facilities, or for participation in city recreational programs;

Gather community opinions, needs and perceptions regarding recreational opportunities and needs;

Make recommendations concerning beautification development and improvement of parks, beaches and recreation services;

Recommend policies on recreation and park service for approval of city council;

Make studies and recommend rules and regulations for adoption by the city council for the use and enjoyment of all public parks and recreational facilities;

Participate in the development and implementation of public events on behalf of the city and sponsored by the recreation department and/or the parks and recreation commission.

At the direction of the City Council, assist staff assigned to review the requirements of the City for facilities relating to the functions set forth in A above and to make recommendations related to the adoption and updating of City master plans relating to parks, recreation, and open space.

At the direction of the City Council, recommend and support program policies relating to various community service functions of the City, including, but not limited to, programs for youth, teens, seniors, and people with special needs.

§ 32.13 RECOMMENDATIONS TO CITY.

It shall be the duty of the Commission and it shall have the power, except as otherwise provided by law, to recommend and make suggestions to City staff concerning the following matters:

- The formation of rules and regulations for the operation and use of parks and public use buildings.
- Planning for future growth, development and improvement with respect to parks and public use buildings.
- To recommend improvements and maintenance with regard to parks and public use buildings.

§ 32.14 NORMAL MAINTENANCE.

City staff shall supervise the execution of normal parks and public use buildings maintenance.