

MINUTES
Warrenton Parks Advisory Board
October 10th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

Parks Board Members Present: Chairperson Bert Little, Brooke Terry, Carol Snell, Ron Dyer.

Park Board Members Absent: Anya Schauermann, Michelle Murray.

Staff Present: Twyla Vittetoe; Public Works Executive Secretary, Kyle Sharpsteen; Public Works Operations Manager, Esther Moberg; City Manager.

CONSENT CALANDAR

A. Minutes of August 8th Meeting

Brooke Terry made the motion to approve the minutes of the August 11th meeting. Board member Ron Dyer seconded the motion, and all board members were in favor.

REPORTS

Warrenton Kids Inc. – Debbie Little reported to the board that she submitted a proposal for a lease of the ball fields in replacement of the field user agreement. Warrenton Kids Inc would like to lease the ball fields March 1st through July 31st. WKI do most of the maintenance and mowing of fields during the season. As shown in the lease they would continue to do the fertilizing, cutting out the infields, prepping, dragging and field prep during the baseball and softball season. We would like make improvements to the dugouts. Would like to assume all responsibility of the scheduling of the practicing and the games and remove that responsibility from the city. The City would retain insurance on the park and WKI has insurance for board members, players, coaches, etc. We would like to lease it for \$1.00 a year, for the duration that WKI is still operating for the City of Warrenton youth. Esther Moberg stated the cities legal team doesn't like never ending or perpetual leases, so she recommends a 20 or 30-year lease. Operations manager Kyle recommended looking back at the joint session commission meeting minutes, the commission gave a clear direction on what they wanted in the field use agreement. They plan to share a google calendar with public works of the practice and game schedule. Additionally, WKI would like to dump four loads of sand on field four. Public works operation manager requested they bring a plan into the public works office and, he would review it. WKI submitted a request for funding out of the Quincy Robinson Fund for the Bull pen on field four. Ron Dyer stated he was in on a meeting today, the Quincy Robinson would like to put \$20,000 towards it, with WKI required to raise the remaining project cost.

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Public Works Operations – Kyle Sharpsteen stated things have started to slow down at the parks. The regatta festival and the movie in the park went well. Public works is still struggling with staff to maintenance the parks. Unfortunately, vandalism is still an ongoing issue. Bert Little asked if Public Works would add a weed eater to the park maintenance shed for him help with some maintenance on his free time. Public works poured concrete around the catch basins at Carruthers Park to improve the drainage.

BUSINESS ITEMS

Debbie Little, Warrenton Kids Inc already addressed the Parks Field Usage Proposal so we will move onto the next business item.

Erik Luysterborghs presented his bike track draft proposal to the parks board. Erik explained how insurance will be incorporated, how the track will be funded, benefits for the community, and a basic track layout plan. Erik Luysterborghs has been working with the Clatsop County DEQ on the requirements for the parcel since it is a landfill. He plans to add in a letter from DEQ to his proposal for Commission. Board member Ron Dyer suggested adding in a five-year track improvement plan. Board members also suggested adding a trail around the track. Erik stated he would ideally like to connect to city water for the irrigation system. City manager Esther Moberg, suggested to gear it more towards the community, more of a bike park rather than a business since there are fees associated. Kyle Sharpsteen reminded Erik there will be additional fees and costs associated with getting water and power to the lot due to the parcel being on a landfill. Erik appreciated the feedback from the city and the Parks Board Members.

DISCUSSION ITEMS

Debbie Little, Warrenton Kids Inc, already addressed the Bull pen area on field 4 above, so we will move onto the next business item.

Chairperson Bert Little reported he spoke with the Warrenton High School for an update on the trail signs. At the beginning of the trail, we want to put a map that shows the lengths of the trail. The Warrenton High school reported they have extra metal to create the signs. They would still like to implement the QR code idea, as a separate small sign below so we do not have to remake the large trail sign in the event information changes. The Warrenton High School is very excited to get the kids involved in the community and help with this sign project.

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Kyle Sharpsteen reported the Pacific Rim Park is nearly completed. The sidewalks have been poured, and we have a contract to get the fence installed. We still need to get the picnic tables and potentially a few barbeque pits ordered.

Public Works has received multiple complaints about the missing picnic tables at the Skipanon River Park. Bert Little suggested cementing in the picnic tables or finding a way to secure them to the ground. Kyle suggested maybe reaching out to the eagle scouts or a local community group who could help make picnic tables.

Operations manager Kyle Sharpsteen provided an update on the Quincy Robinson Park Lighting project. We paid Bogh to do a little bit of wire chasing and then Public Works did some locating ourselves. We are going to need to cut out some of the asphalt, to finish it up but found some potentially usable conduits. Bogh didn't give us a final report, so we are working on creating a final report to pinpoint exactly what is usable and what we need to get the lighting installed.

Board member Brooke Terry gave an update on the information she has gathered for the 2023 Corn Hole Tournament. Before getting donations, she would like to figure out the formal process of where the funds can be held and donated to. Kyle suggested reaching out to the finance department. Brooke added her research concluded that 14 teams with 12 boards can take up 4 hours. Brooke requested measurements of the tennis courts to ensure the number of boards will fit in the area. Public Works will send Brooke the measurements next week. Upon asking around she found recommendations of having an experienced group and an amateur group, then using an app called "Scoreholio" to keep track of the games. Chairperson Little stated Brooke Terry should be the Chair of the Corn Hole Tournament Subcommittee. Brooke also mentioned an idea to potentially store any donated boards in the library of things for the community to use them as well.

There being no further business, Chairperson Bert Little adjourned the meeting at 6:00 p.m.

Next regular meeting is scheduled for December 10th, at 4:00 p.m.

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Approved

Bert Little

Bert Little, Chair

Attest

Twyla Vittetoe

Twyla Vittetoe, Public Works Executive Secretary