

MINUTES
Warrenton Parks Advisory Board
April 10th, 2023
Warrenton City Hall – Commission Chambers
225 South Main Avenue, Warrenton, OR 97146

1. CALL TO ORDER

Parks Board Members Present: Chairperson Bert Little, Carol Snell, Ron Dyer, Brooke Terry (Zoom),

Parks Board Members Absent: Anya Schauermann, Sammi Beechan, Michelle Murray

City Staff Present: City Manager Esther Moberg, Public Works Acting Operations Manager James McCarthy, Public Works Engineering Technician Twyla Vittetoe, Public Works Executive Secretary Jessica McLean

2. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

- a. **Review Minutes of February 13th, 2022 Meeting**—In the presence of a quorum of four members of the Parks Advisory Board, the motion was made to approve the minutes of the February 13th meeting. All board members were in favor. Motion passed.

4. REPORTS

- a. **Warrenton Kids, Inc.** – Debbie Little shared that two games have been played on the fields. Monday’s game was cancelled due to weather. The ball fields are very wet right now. Ron Dyer added the fields are drug and mowed as much as possible and does not believe any fields will be ready for tomorrow. Dirt was ordered for the fields. The bullpen will be completed when ground is dry enough for cement truck to get to it.
- b. **Public Works Operations** – Introduction of James McCarthy, Public Works Acting Operations Manager. James updated PAB with public works activities over last couple months, including: dropping off loads of sand for ball fields; repairs to Quincy Robinson restrooms; new water heater for concession stand to be installed Tuesday, April 11, 2023; striped parking lot and removed widow-makers from trees at the Carruthers dog park; an arborist will be assessing trees in town; and hired a seasonal worker who can focus on parks maintenance. Ron Dyer expressed appreciation for sand and requested weed-eating around fences. He will be working to remove sticks from fields.

5. BUSINESS ITEMS

- a. **BMX Bike Track**—Carol Snell presented questions about the recommendation for the BMX Bike Track to go before the City Commission. When BMX first presented, there was a request for more information, for instance, what is benefit to community, and can kids get in free? When BMX presented the second time, not all questions were

answered. Parks Board made a recommendation, verbally, at that time to move it forward to the City Commission. Even after sending recommendations to the City Commission, PAB may still ask BMX further questions. Carol asked what questions PAB had asked BMX to answer, these included where funding would come from and his full business plan. Jessica will email past meeting packets to Carol, if there are more questions, BMX needs to present a clear working plan moving forward. Ron agrees with questions, and clarified that PAB is working to get this moving. The next step is for Bert to fill out the recommendation form and give to Dawne, city recorder, to pass it to the City Commission. Bert will call Erick for clarification on remaining questions.

6. DISCUSSION ITEMS

- a. **Cornhole tournament progress**—Per Brooke Terry, there was an offer to bring five sets of boards to tournament, which is not enough for tournament, and all boards should be uniform. Trying to reach out to others to see if there are other options to get more boards. Brooke Terry drafted a letter to request fund-raising. Bert requested that it be printed on parks or City letterhead, City Manager Moberg will check to see if this is feasible. If the request is for items, like donations directly to pay for cornhole boards, it's okay to go ahead and ask for that. If asking for donations to the city, this needs to be figured out. Esther will circle back with finance and needs to know how much money is anticipated to be raised so it can be budgeted for. Brooke presented a question to the Board of what exactly the funds are being raised for, in order to let donors know where their money is going. All funds accepted by the City go into the general fund, not directly into parks fund. Parks should pick one or two projects to focus on, these can be budgeted for, and the funds donated to the general fund can be allocated specifically for those projects to be accomplished. For example, if it's decided that \$2,000 be raised for the dog park, then can make sure that amount will be budgeted and allocated to the dog park. It's not set in a pool for the parks, so needs to be budgeted as one or two specific projects. In the future, decide in advance what projects to fund, they will become a line item, and can be budgeted for. The 2023-24 budget is being finalized this week. Question for Brooke and PAB: Is there a specific project? Or is this money being requested as general help for assisting parks? Discussion followed that maybe money could go toward purchasing own cornhole materials to make this an annual event. Instead of purchasing boards, see how the event goes to determine if it will be held annually. Also, space for storing boards is a consideration. Another idea was, let's say project is 'Fence the Park', but could only do 20' of fence a year, could that be donated towards? Yes, can look for sponsors or people to give money toward building the fence. Brooke suggested having the community weigh in on what they'd like to see the money go towards in the future, at the cornhole event.
- b. **Warrenton High School trail signs**—Bert Little presented recommendation to board to have high school students present designs to the board for approval and submittal to City Council Board (exhibit A). Added that public works will be needed to install signs for

uniformity. Decisions include which logo to use, parks and trails, or elk head logo. There are five trailhead positions. Approximately every quarter mile, they would like to put a marker to indicate how far a person has walked. Student is getting a new drone, looking forward to that. Bert said students may still want to come and present at the June 12th meeting, even if they are out of school. He will look into that.

- c. **Hammond Community Garden**—Lease for present community garden is up this year, so looking for a new spot. Bert talked to the school district office, who approved a community garden in lower, former football field near Fort Stevens. The current community garden is 83' x 72'. New site needs to be close to water source and have elk fencing. Impact to city would be hooking up a meter so community garden can use it. Bert presented the Community Garden Recommendation that the PAB follow through with scheduling a meeting with the school district superintendent and community garden representative, Jasper, to see what is needed to complete this project before next year's gardening season (exhibit B). Currently, 12 of 18 plots are used at Hammond site. PAB needs to communicate with Spruce Up Warrenton to clarify that PAB has been tasked by mayor to move the garden. If they have suggestions, they can be invited to present suggestions to PAB. PAB needs to talk to school board about if this is a lease, or what the arrangement would be. Maybe moving community gardens may be the fundraiser for the cornhole tournament. Prior to Covid, people paid a small price for plots in the garden. Bert will speak with Jasper about this.
- d. **Adopt-a-Park**—Bert researched cities and counties who currently have Adopt-A-Park program in place. He would like the board to review these programs and see if PAB can follow similar plans. Looks like we may need volunteer coordinator, need to figure liability for volunteers, and determine who will manage this. CM Moberg reminded that PAB does not need to start with a full-blown plan. Can start with a 'Donate Here' button and then two or three items per park that are essential for volunteers to help with. Then, coordinate with volunteer coordinator and public works to go do things. People in our community are already unofficially adopting parks, for instance, the Carruthers's dog park group. Bert asked if we could put a donation button on the COW website, CM Moberg said PAB will have to talk to the finance department. Carol mentioned sponsors for the baseball teams, need to research signs ordinance, and if sponsors are still an option.
- e. **Fort Stevens Parade Grounds maintenance**—Bert and Ron recommend a small bat stop or field so kids in that area have a place to go. Esther recommended soliciting input from community, they may not want what was in the 2010 Parks Master Plan. May need to update Parks Master Plan with updated input. Carol pointed out that it's the stickers in the grass that are the issue before anything can go into this area. Ron asked, if it's alright to approach the school about their property north of the parade grounds and ask if we can make more fields for kids to play. Would need to make sure the school will maintain this. May be questions about who will fund this? Who assumes liability? What are the policies? PAB would like to pursue gathering input from

community about what they would like in this area. This may lead to updating the 2010 Parks Master Plan, possibly at August 14th meeting.

ADDITIONAL BUSINESS BROUGHT BEFORE BOARD:

Ron Dyer—Would like to see if it's possible to connect a trail from school, through woods, through park, and back to school in order for the school to host a Cross Country meet at some point. To discourage camping, may need a fence. James McCarthy clarified what the vision was, and talked about getting access on the trailhead between Cedar and South Main, if we put something in there we can run a culvert through that ditch line to hit the track for possibly a Cross Country track addition that goes through to the park. Esther reminded that this is not in budget for this year but may be able to get donations or put in budget in following years. Maybe the city can pay some, school can pay some, maybe get a grant. Speaking of grants, Ron is curious if there are grants to help prevent elk intrusion, which is unknown at this point.

7. ADJOURNMENT

There being no further business, Chairperson Bert Little adjourned the meeting at 5:10 p.m. Next regular meeting is scheduled for June 12th, 2023, at 4:00 p.m.

Approved



Bert Little, Parks Advisory Board Chair

Attest



Jessica McLean, Public Works Executive Secretary