

MINUTES
Warrenton Parks Advisory Board
April 8, 2024
Warrenton City Hall – Commission Chambers
225 South Main Avenue, Warrenton, OR 97146

1. CALL TO ORDER

Parks Board Members Present: Chairperson Sara May Long, Bert Little, Brooke Terry, Ron Dyer, Sammi Beechan

Parks Board Members Absent: Anya Schauermann

City Staff Present: Esther Moberg, City Manager, Greg Shafer, Public Works Director; Paige Stump, Public Works Executive Secretary

2. Pledge of Allegiance

3. Consent Calendar

- a. **Review Minutes of February 12, 2024, Regular Meeting** – In the presence of a quorum of four members of the Parks Advisory Board, Sara Long made the motion to approve the minutes of the February 12, 2024, meeting. All board members were in favor, motion passed.

4. Reports

- a. **Warrenton Kids, Inc.** – Debbie Little was not in attendance. Bert Little informed participants that baseball games were held the previous week and that there were games scheduled for the current week.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, began by expressing his appreciation for volunteer support with mowing the fields at Quincy Robinson Park. He then provided the following report:
- i. **Spruce Up Warrenton Easter Egg Hunt 3/23** – Public Works supported this event by providing enhanced restroom stocking and cleaning, additional trash removal, and barricades. No community or host feedback has been received.
 - ii. **Hammond Community Garden** – Greg Shafer, Jim McCarthy, and Esther Moberg visited the site of the new community garden. Public Works will provide grading/leveling, rock, and the installation of the water service line, up to and including the water meter.
 - iii. **Quincy Robinson playground bark** – Public Works has been soliciting material and delivery quotes and will re-bark the playground at Quincy Robinson in the near future. Greg Shafer anticipates that the department will lay approximately 3” – 4” of bark over the entirety of the surface.

Brooke Terry requested an update on the installation of additional dog pots. Greg Shafer reminded the Board that five additional dog pots would be installed this year. It was agreed that Jim McCarthy would provide the Board with a list of dog pot locations.

Ron Dyer informed the participants that a vehicle caused damage to the batting cages and tennis court fence at Quincy Robinson and that he had installed a lock on the tennis court doors.

- c. **Warrenton Parks Alliance** – Brooke Terry reported that the Warrenton Parks Alliance held a meeting on 4/1/24 and that they will hold a trail cleanup event on 4/21/24 from 10 a.m. – 1 p.m. The event is being hosted by Solve and participants will meet at Big Game Fishing. Brooke Terry reported that volunteers collected 10 bags of trash during their last event and that this event would also target larger items. Sammi Beechan asked if garbage bags and gloves would be provided. Brooke Terry responded that bags, gloves, and garbage pickers would be provided. Additionally, Solve will cover up to \$50 in disposal costs, if applicable. Brooke Terry informed participants that the Warrenton Parks Alliance is hoping to provide invasive species training and that future clean up events may include invasive species removal. During their next meeting, the Warrenton Parks Alliance will discuss objectives and they hope to align with those of the Parks Advisory Board.

5. **Business Items**

- a. **City Website Trails Map List** – Sara Long introduced this topic by pointing out discrepancies between how trails are named on the City trail map list and how they are named on the trail map. As an example, the trails listed as the "Skipanon Peninsula Trail Network" on the City Site are named the "Warrenton Water Trails" on the trail map. Sara Long stated that this could lead to unnecessary confusion, and she sees cleaning up these inconsistencies as an easily achievable goal for the Board. The question was raised as to how difficult it would be to make these changes and Esther Moberg responded that removing maps and changing the names listed on the City site is easy. When adding maps, consideration must be given to the quality of the PDF.

Esther Moberg stated that this discussion was timely as City Staff will need the preferred trail names for the new trail signs. She reported that sign templates will soon be presented to the Board and will include information on whether a trail is paved, grass, or on a road. Superfluous and outdated signage will be removed as the new signs are installed.

The Board discussed City owned trails vs. privately owned trails and that several of the trails listed on the City site are overgrown, not currently accessible, or describe a future state. It was agreed that the City site should only include trails that currently exist. Esther Moberg suggested that volunteers be asked to traverse the trails and provide feedback on their condition. It was agreed that no trails would be removed from the City site until this had been completed. Sammi Beechan asked about the feasibility of including State trails on the City site. Esther Moberg spoke to the maintenance required when including links to outside sources and suggested that including connector trails

may be a good solution.

- b. **Gold Star Memorial Placement** – Bert Little reported that the memorial is ready to be installed and is currently at his house. He reiterated that the family dedicating the memorial would like to have the Governor, Mayor, State Senators, and the press onsite for the dedication. There is no date decided and he expects that they are waiting for the weather to improve.
- c. **Community Garden Relocation** – Ron Dyer reported that this project is going well. The footprint will be smaller than originally planned but can be expanded when needed. The fence will be 6' and he hopes that this will suffice to keep the elk out. A citizen in attendance asked about the use of treated wood and who will build the raised planter boxes. Sara Long responded that treated wood would be used for the fence and not the planter boxes. This alleviated the Citizen's concern. Esther Moberg explained that the City will grade the site and lay down plastic and rock. It is hoped that volunteers will build the planter boxes and that the City has devised a layout that will maximize the number of boxes while providing adequate space between each. Ron Dyer informed participants that there is a large pile of tree debris on the site and that the plan is to clean this up with a wood chipper and use the resulting wood chips.
- d. **WIKI Field Update** – Ron Dyer reported that turf has been installed on the bases and mound on Field 2 but that there is still some work to be completed. Work on the Field 4 bullpen is nearly complete.

6. Discussion Items

- a. **Field 4 to Grade School Trail** – Ron Dryer reported that it has been too wet to explore the trail site.
- b. **Covered Space** – Brooke Terry shared that this topic was discussed during the Warrenton Parks Alliance meeting and that Mayor Balensifer shared that this project has not happened in the past due to costs. The Board reiterated that this is one of their top priorities and hopes that grants could be used to fund it. It was suggested that breaking the costs down in to engineering, materials, etc., could make targeted grants and fundraising more achievable. It was suggested that recent projects at the Warrenton Middle School could be used as a cost comparison. The Board discussed the desired size of the covered space and agreed that "the bigger the better". However, at a minimum, it should be the size of a basketball court. It was also agreed that there should be a wall on the south side and drops on the other sides, to keep rain out to the extent possible. It was suggested that the Board partner with the Urban Renewal Agency and try to incorporate this into their Peterson Park plan. It was suggested that emphasizing this as a multi-use, flexible space could make it more desirable i.e., tables for the food cart pod, a community resource. The Board then discussed which component of the covered space should be built first i.e., foundation, roof, wall. It was suggested that an "adopt-a-brick" fundraiser could be used to generate revenue. Brooke Terry agreed to attend the 4/9/24 Urban Renewal Agency meeting.

- c. **Adopt-A-Park Policy & Subcommittee** – It was reiterated that there will be no subcommittee for this project at this time. Brook Terry reported that she had conducted research into what other municipalities have done. Potential decision items include variety in duties (trash pickup, maintenance, graffiti removal, planting, etc.), frequency requirements, renewal periods, adoption eligibility (businesses, individuals, school groups, religious organizations, etc.), City provided equipment, and forms (hour tracking, liability waivers, indemnification, etc.). Brook Terry asked Esther Moberg if the City would draft legal forms such as liability waivers. Esther Moberg responded that it would depend on how the adoption was structured, i.e., if it was through the Warrenton Parks Alliance, the City may be able to provide a recommendation, but those decisions would be made by the Warrenton Parks Alliance.

Sammi Beechan raised the issue of sponsorship vs. adoption. Esther Moberg suggested that some parks will require hands-on work while others could be improved by purchasing new equipment. It was requested that the City share information and resources on equipment that has been purchased in the past and equipment that would meet City requirements. Esther Moberg suggested that the Board consider soliciting feedback from citizens in the neighborhoods surrounding the parks as to what they would like to see in their local parks. Potential solicitation methods discussed included: SurveyMonkey, QR codes, mailouts, the City site, Facebook, door hangers, and community events. Sara Long suggested that expectations for each park be outlined and that individual parks would be “sold” based on what was needed for that park specifically. Esther Moberg suggested that the Board compile a list of what they believe would fit each park and use that information for the survey questions, i.e., provide a few options for each park. Sara Long agreed to put together a list of parks for the Board to review at the June meeting. The Board agreed that the survey component of this project would like take place throughout the summer. Brook Terry asked Esther Moberg if the Warrenton Parks Alliance would need a contract with the City to accept money for the adopt-a-park program. Esther Moberg will investigate this and report back to the Board.

Esther Moberg informed participants that Clatsop County United Way's Day of Caring 2024 is May 18th. United Way requested information on specific projects that would benefit the community. It was suggested that painting the concession stand at Quincy Robinson would be a worthwhile project. Esther Moberg informed the Board that United Way will typically only provide volunteers, not materials, and that the City does not have budget remaining to purchase paint. However, she agreed to ask United Way if they could provide paint for this project. Sara Long shared that she has family in the paint industry and may be able to help with sourcing. Esther Moberg raised the potential conflict around volunteers performing this work as it relates to CBA and agreed to investigate this.

Additional Business Brought Before the Board

There was no further business brought before the Board.

7. **ADJOURNMENT**

There being no further business, Chairperson Sara Long adjourned the meeting at 5:23 p.m. The next regular meeting is scheduled for June 10, 2024, at 4:00 p.m.

Approved



Sara Long, Parks Advisory Board Chair

Attest



Savannah Cummings, Public Works Executive Secretary

