



## **AGENDA**

### WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

August 8<sup>th</sup>, 2022 – 4:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT CALENDAR**
  - a. June 13<sup>th</sup> Meeting Minutes
4. **REPORTS**
  - a. Warrenton Kids Inc. – Debbie Little
  - b. Public Works Operations – Kyle Sharpsteen
5. **BUSINESS ITEMS**
  - a. Bike Track- Erik Luysterborghs
6. **DISCUSSION ITEMS**
  - a. Corn Hole Tournament 2023
  - b. Update on Trail Signage
  - c. Pacific Rim Park Update
  - d. Park Usage Statement
  - e. Seafarers Park
  - f. 2021/2022 Fiscal year projects
  - g. Dog Bags
7. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

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Parks Board Members Present: Chairperson Sara Long, Vice Chair Bert Little, Brooke Terry, Carol Snell.

Park Board Members Absent: Anya Schauer mann, Michelle Murray, Ron Dyer

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

CONSENT CALANDAR

A. Minutes of April 11<sup>th</sup> Meeting

Chairperson Long made the motion to approve the minutes of the April 11<sup>th</sup> meeting. Board member Brooke Terry seconded the motion, and all board members were in favor.

REPORTS

Warrenton Kids Inc. – Debbie Little reported to the board that the baseball season is over apart from tournament teams. She also reported that there has been a misunderstanding regarding the field use agreement. Warrenton Kids Inc will be meeting with Linda Engbretson, Warrenton City Manager on June 14<sup>th</sup> regarding the agreement. WKI have had a coach breaching their code of conduct regarding the fields, so they will need to deal with that accordingly.

Public Works Operations – Kyle Sharpsteen was unable to give a report but attended the meeting through zoom.

BUSINESS ITEMS

Chairperson Long stated Erik Luysterborghs did not attend the meeting to speak about the Bike Track. She will reach out to him to reschedule for a meeting in the future.

Representatives Genie and Brenda from Spruce up Warrenton attended the meeting to discuss their Gazebo proposal, that is intended to go to Commission on June 28<sup>th</sup>, 2022. City Manager, Linda gave a brief overview of the proposal stating it is a lease of the land and explained the Gazebo won't necessarily be a parks responsibility. Board Member Brooke addressed her concerns about the memorial benches upkeep and responsibility. Following up with Brooke's concerns, Chairperson Long had similar concerns. She stated her major concerns are what will happen if it reverts to the city? Will the property be reverted to its original condition or better? Brooke suggested adding in a timeframe in for

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repairs, so we know the maintenance is meeting our city standards. Vice Chair Bert Little stated he liked the proposal. He continued by stating Spruce up Warrenton came back with exactly what we had previously asked them for and he thinks we should agree with it and sent it to the commission. He explained that this is just a proposal, we (the park board) do not have the expertise to dissect it. Brooke and Chairperson Long stated the discrepancies within the proposal regarding lighting and stating no use of utilities. Brooke Terry made a motion to support the gazebo with keeping their concerns in mind, Board member Carol Snell seconded it, and all members were in favor.

DISCUSSION ITEMS

Chairperson Long wanted to start off the discussion by letting the board know she is no longer able to fulfill her duties as Chairperson and will be submitting her resignation. She will do her best to wrap up all loose ends before exiting.

Linda Engbretson, City Manager addressed the Quincy Park Fields issues that have arisen. In August 2021 at the joint commission and parks advisory board meeting it was decided the city would be scheduling practices; In addition, it was decided that coaches will call in at the beginning of each week and schedule 2 times a week for practice to the city. Hard ball was to be scheduled for Hardball fields and Softball would be scheduled on Softball fields only. Then, they were allowed to call in on Friday and schedule any field that was available. Linda had received a field-use agreement that did not include anything that was decided and did not sign it. WKI received the same agreement and signed it. There was a miscommunication between the City and WKI that this agreement was not in place. Mrs. Engbretson wants to make sure that the parks board has the proper understanding. Debbie Little representing WKI stated she received the field use agreement, signed it, and assumed it was in use. Since Astoria Parks n Rec resigned from scheduling games WKI took over. She also noted that they took over scheduling practices due to Public Works Staff turnover. They created a masterplan for practices that they planned to send to Public Works. This masterplan included that each team with 2 practices a week. Then they could then use the fields as needed if there were any openings. She noted that there were never any openings due to the high volume of teams and limited amount of practice space. This system has been working well until one of the WKI volunteer coaches broke the code of conduct and made a complaint to the city. Kyle, Public Works Operations Manager added, we have not received any calls regarding scheduling practices so the system they put in place has been working. Mrs. Little also stated she is concerned with who has the authority to make the call on when a team can

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or cannot practice. WKI has worked extensively to keep the fields in great shape and condition, if they feel a field is unsafe to play on and children are in danger of hurting themselves- they should be able to make that call that there will be no practices or games held. The city is not out daily checking on the field conditions. Linda agreed that it is a valid concern about who is going to determine when practices can be held. Debbie and Linda agree that Warrenton Kids Inc. and the City have always had a good working relationship and want to eliminate the issues we are facing and come to an agreement. They will address anything further in their meeting on June 14<sup>th</sup>, 2022. The parks board stated that they support what the City and WKI agree on.

Chairperson Long wanted an update on having the trail signs built. She wants to ensure that it isn't getting forgotten about. They would still like to have the high schooler do the design but need to get the wood base built. Kyle stated he has not made any progress on quoting wood prices or what it would take for the public works to just build the bases. Brooke suggested reaching out to Hampton Lumber for donations. Kyle stated the public works team is tied up in various projects, but if they found the time it would be a relatively easy process to build the base structure.

Chairperson Long said she will pass along the park's tours scheduling to the predecessor who will coordinate with Public Works for staff convenience.

There being no further business, Chairperson Long adjourned the meeting at 5:30 p.m.

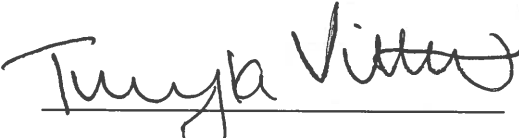
Next regular meeting is scheduled for August 8th, at 4:00 p.m.

Approved



Bert Little, Chair

Attest



Twyla Vittetoe, Public Works Executive Secretary