



AGENDA

WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

February 13th, 2023 – 4:00 P.M.

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT CALENDAR**
 - a. December 12th, 2022, Meeting Minutes
4. **REPORTS**
 - a. Warrenton Kids Inc. – Debbie Little
 - b. Public Works Operations – TBD
5. **BUSINESS ITEMS**
 - a. BMX Bike Track – Erik Luysterborghs
6. **DISCUSSION ITEMS**
 - a. Corn hole tournament progress, subcommittee members
 - b. Warrenton High School trail signs progress
 - c. 'Welcome to Hammond' sign
 - d. Parks field use and concession agreements
 - e. Skipanon Park updates
 - f. Pacific Rim Park, removing dirt
 - g. Funding for parks
 - h. Fort Stevens parade grounds maintenance
 - i. Dogipot station locations
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.

MINUTES
Warrenton Parks Advisory Board
December 12th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

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

Parks Board Members Absent: Michelle Murray.

City Staff Present: Esther Moberg, City Manager; Kyle Sharpsteen, Interim Public Works Director; Twyla Vittetoe, Public Works Analyst; Jessica McLean, Public Works Executive Secretary

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

A. Review Minutes of October 10th Meeting

Ron Dyer made the motion to approve the minutes of the October 10th meeting. Board member Carol Snell seconded the motion, and all board members were in favor.

REPORTS

- a. Warrenton Kids Inc. – Debbie Little has nothing new to report.
- b. Public Works Operations – Kyle Sharpsteen reported that bathrooms and doggy bag stations are being maintained during the winter months. Public works has the budget for two seasonals to help with parks maintenance in the spring. Ron would like to see doggie bag posts installed where people are parking and entering trails. Kyle agreed that one could be installed by 5th St.

BUSINESS ITEMS

- a. BMX Bike Track—Bert Little and Esther Moberg determined that a Recommendation Form will need to be filled out to proceed with this project. Twyla reminded the board that at the last meeting they had asked Erik to provide additional information. Twyla referred to the October 10th meeting minutes and read exactly what was discussed for Erik to provide to the board. Bert will call him and ask him if he has the additional information. BMX needs to present their plan with the additional information, the board will put a recommendation on it and put it with his request. Bert will then email the Recommendation Form and complete packet of information to Esther or Dawne and say we would like this to go to the city commission. Esther or Dawne will send the recommendation to the city commission. Regarding the BMX Bike Track, the board will wait to act until they receive the requested information from Erik.

MINUTES
Warrenton Parks Advisory Board
December 12th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

DISCUSSION ITEMS

Everyone was in agreement about the order of discussion items.

a. Parks Board Operations Procedures—Bert attended the annual board training and shared that when a vote is taken, whatever is voted on must be logged in and written down, whether it passed or didn't pass, then recommendations are forwarded to the commission. It is recommended that members make the meetings in person. Bert asked if there were any questions, and none were voiced.

b. Trail Signs—Bert Little said Mr. Vollmer's high school class is designing and making the signs. They will include a QR code on a sign underneath the sign they are making, instead of right on the sign itself. The signs are distance and trail markers. Bert is going with the high school Wednesday or Thursday when they use a drone to take pictures. The class will present the design to the Parks Advisory Board for recommendation, telling us why it's important to use the sign they made. Placement of the signs will be similar to the Astoria Riverwalk signs, at the beginning of each trail, and at the intersections. Bert asked if there were any questions, and none were voiced.

c. Pacific Rim Park Update—Kyle Sharpsteen presented that in the last two weeks, all fencing went up, the grass is established, sidewalks are in, so the park is ready to use. It was noted that this is not a park for dogs, the gate on the fence is the weave-through style, so dogs could easily get out. Sign suggestions were a "No Dogs" sign, a "No Smoking" sign, and/or a sign that indicates it's a park for the public to use. Bert agreed "No Smoking" and "No Dogs" are good ideas. Kyle recommends leaving it up to the committee or the school to decide on what the signs should say, possibly referring comments from initial public outreach, and possibly having the school make the signs to label the park. The board may want to advertise or announce to the community that the park is now open. Kyle said that a swing set or play structure would be Phase II if we could get something done on the other side of the street in a larger park. There may be possibility of putting something on either side of the power lines, but we can't put any structures beneath the power lines. Bert recommended that if we do put in a bench or a table, we want it away from the houses to retain privacy for tenants. Bert asked if there were any questions, and none were voiced.

d. Corn Hole Tournament—Bert Little made a motion to appoint Brooke Terry as the chairperson for the Corn Hole Tournament Subcommittee, Ron Dyer seconded the motion. There was no discussion. A vote was taken, and all were in favor. Brooke Terry was appointed Corn Hole Tournament Subcommittee Chairperson, which will be made up of her, plus three others. Brooke would like to contact Adam Isreal and see what is

MINUTES
Warrenton Parks Advisory Board
December 12th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

needed to have a successful tournament. Bert agreed that borrowing his tournament template would be helpful. Would like to hold the tournament in September at the tennis courts if they are available. Brooke thinks we can fit 8 teams/boards at the tennis courts. Bert said we'll need to have the event details laid out so we can present it to the city. Brooke suggested adding acquired boards to the lending library of items at the City Library but needs to get someone on the subcommittee to contact them and secure that location. Brooke asked if there's somewhere to hold funds for these items. Should they get estimates and then procure funds, or can we get donations and then purchase the items? Bert suggested reaching out to Lums to be a sponsor. Ron suggested we make sure we have someone who will build the boards so they're all the same. Brooke has one resource for that, and she wants to see if Adam has other resources so we can get competitive rates. There was no further discussion.

e. Park Pitching Mound Progress—Regarding the bull pen, Ron Dyer talked to Adam and was told the turf is paid for, and they are waiting to pick it up from Spokane until he knows the price of the fence. Ron told Adam that we only need a simple drawing of the design for the city to review. Ron is talking with a concrete person to see whether blocks or concrete will be best to go around the bullpen. Ron said we're waiting on the pricing of the fence, and once we get the fence up, then we can put the blocks or concrete in, and lastly lay the turf. He envisions that this will be completed by March.

f. Dugouts at the Quincy Robinson Park—Kyle said public works can assess the wooden dugouts in the park. Ron said field three, the window on the east side, the wire needs to be fixed where someone kicked it out. It was agreed that solution is to frame it in. There are eight dugouts on four fields. Ron said it would be great to get gates on all the dugouts, but for now we are not doing anything to field one, the other three fields are the main concern. When they measured for the doors, the bottom post for the gate is 40", the top is 48", so we need a standard gate size. Kyle said we need to get some measurements and make a list and go from there. Debbie would like the benches to be looked at, to make sure they are still sturdy, and someone suggested repainting the benches as a potential project for the high school senior project. Kyle said this could be a project for if we can get seasonal positions filled in spring. Bert asked if there were any more questions regarding the dugouts, and none were voiced.

g. Items for Library (impacted by funding)—Esther said there is no intention of closing the library, this will be brought back to the ballet in May. With regards to the lending library for the community, Ron suggested adding the corn hole boards, and other toys. Esther suggested advertising the lending library along with the "Love Your Library" event taking place in February or March. Bert suggested a sign, "Help support your library", down by the concession stand, maybe checking stuff out from the lending library to use at the park.

MINUTES
Warrenton Parks Advisory Board
December 12th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

Kyle suggested adding advertisement for the library, “Go to the library, check out supplies!” in the form of QR codes that link to what is available in the lending library to the signs they’re currently making. No more discussion on the library, so moved forward.

h. Carruthers Dog Park update—After improvements to the dog park, Kyle reported that usage is good. The drainage is working, the parking lot is improved, and there have been no complaints. The picnic shelter in the gazebo/structure on the hill has been fixed. Once we get the lease agreement Esther is working on for the viewing deck, public works will tackle fixing the deck. Twyla reported that Pacific Power fixed the lights, citizens have been calling and expressing appreciation to public works for the improvement in lighting around the restrooms and the dog park. Bert noticed that public works fixed the building where it was rotten at the bottom.

Bert asked if there were any additional discussion items. Esther, city manager, is working on Warrenton Kids field lease agreement, the goal date is middle of January. Also, working on a concession agreement. There are concerns about an exclusive agreement if other non-profits want to come in. There is an organization that is visually impaired that in Oregon have first rights to concession stands, we must run the opportunity by them first to see if they have interest. Carol asked if this is strictly limited to concession stands. Esther said it’s not tournaments or fund raisers or fairs at the high schools, just public concession stands.

Bert asked if there is further business. Esther mentioned a citizen comment about the old Hammond library where the equipment has been removed and the surface is receding. Bert and Ron recommended trucking excess material from Pacific Rim Park to fill the holes and receding areas at the Hammond park. Esther can forward the contact information of the person who made the comment to Bert.

Twyla Vittetoe has been promoted to public works analyst. Jessica McLean, public works executive secretary, will be new parks advisory board secretary.

There being no further business, Chairperson Bert Little adjourned the meeting at 4:55 p.m.

Next regular meeting is scheduled for February 13th, 2023, at 4:00 p.m.

MINUTES
Warrenton Parks Advisory Board
December 12th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

Approved

Bert Little

Bert Little, Parks Advisory Board Chair

Attest

Jessica McLean

Jessica McLean, Public Works Executive Secretary