



AGENDA

WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

June 12th, 2023 – 4:00 P.M.

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT CALENDAR**
 - a. April 10th, 2023, Meeting Minutes
4. **REPORTS**
 - a. Warrenton Kids Inc. – Debbie Little
 - b. Public Works Operations –Greg Shafer, Public Works Director
5. **BUSINESS ITEMS**
 - a. BMX Bike Track – Erik Luysterborghs
6. **DISCUSSION ITEMS**
 - a. Cornhole Tournament Progress
 - b. Warrenton High School Trail Signs
 - c. WIKI Field Update—Pitching Mound & Infield, Field 2
 - d. Community Garden Relocation Proposal
 - e. Adopt-A-Park
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 June 12, 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, Sammi Beechan

Parks Board Members Absent: Anya Schaueremann, Michelle Murray, Brooke Terry

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

2. **Pledge of Allegiance**

3. **Consent Calendar**

- a. **Review Minutes of April 10, 2023 Meeting** – In the presence of a quorum of four members of the Parks Advisory Board, Ron Dyer made the motion to approve the minutes of the April 10, 2023 meeting. Carol Snell seconded the motion. All board members were in favor. Motion Passed.

4. **Reports**

- a. **Warrenton Kids, Inc.** – Debbie Little shared that all four fields have been utilized by WKI, Inc. for baseball and softball. Cal Ripken has concluded for the year, Babe Ruth is ongoing. Softball will conclude on July 1st. Ron Dyer shared that the older baseball players will continue to use field #4 for a while longer.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, provided updates on Quincy Robinson Park and Carruthers Dog Park:
- i. Quincy Robinson Park has been maintained by leveraging a combination of Public Works personnel and volunteers. Public Works has completed seasonal mowing and volunteers have mowed the ball fields. Public Works has received calls related to vandalism in the park and responded accordingly.
 - ii. Carruthers Dog Park has also been maintained by leveraging a combination of Public Works personnel and volunteers. Public Works has been out on several occasions to mow both inside and outside the dog run areas. Volunteers have worked to grade and level the gravel and spread wood chips on the walking paths. Onsite volunteers maintain dog supplies and the restrooms.
 - iii. Ron Dyer requested an update on a drainage issue near the batting cages that he had previously discussed with Greg Shafer. Greg Shafer informed the Board that

Public Works is currently operating with 50% of Utility Worker positions filled. Interviews for additional staff have been completed and he is optimistic that Public Works will soon be more fully staffed and able to address this issue.

- iv. Bert Little informed attendees that another flagpole is needed for Flag Park and that he believes Camp Rilea can provide one. He inquired as to who would be responsible for installing that. It was agreed that Public Works would be responsible for installing this. Esther Moberg stipulated that the new flagpole must match the existing flagpoles.
- v. Sammi Beechan requested more details on the vandalism at Quincy Robinson Park. Greg Shafer elaborated that the highest volume of incidents occurred approximately one month ago and that incidents have declined in the last couple of weeks. Public Works will adjust the automatic locks on the restroom doors to lock earlier and is assessing existing camera placement and opportunities for improvement. Esther Moberg clarified that existing cameras can't see the areas being most frequently targeted, the gazebo and restroom entrances.

5. Business Items

- a. **BMX Bike Track – Erik Luysterborghs** – Bert Little has drafted a recommendation from the Board and will submit it to the City Recorder following this meeting. The next step will be to bring this issue before the City Commission. Erik Luysterborghs will be invited to speak before the City Commission. Esther Moberg informed the Board that the agenda for the next City Commission meeting is likely full and that this issue will need to be postponed until the July City Commission meeting.

6. Discussion Items

- a. **Cornhole Tournament Progress** – Sara Long provided an update on Brook Terry's behalf. The radio station will be on site to play music, make announcements, and recognize event sponsors. The Beer Garden has been approved and the beer will be provided by Buoy Beer Company. Buoy Beer Company will not provide servers. Additional fencing is needed for the beer garden. Jessica McLean agreed to check into Public Works providing this. The OLCC application has been submitted and is awaiting approval. Job Core is loaning out 7 of the 8 required sets of boards for this event. Esther Moberg suggested that the Seaside Library may have another set. If necessary, Sara Long will purchase a set that could be given as a raffle prize. Additional raffle prizes will be solicited beginning in July. Esther Moberg explained that any cash donations need to be processed through the City. The event will be cash only. Volunteers are needed. A date for team registrations to begin will be set soon. Bert Little agreed that VFW has trash cans available for use during the event.
- b. **Warrenton High School Trail Signs** – Carol Snell requested clarification on if the Warrenton High School students can complete this project or if Spruce Up Warrenton should be asked to do so. Bert Little clarified that the high school students had created designs but were not ready to present them. Jeanne Smith with Spruce Up Warrenton confirmed that they are able to do this work. Esther Moberg confirmed that there is budget allocated for this project. It was agreed that Bert Little would

reach out to the school to get a copy of any materials they have created. He will bring these materials to the Spruce Up Warrenton meeting on Thursday, June 15, 2023. Spruce Up Warrenton will collaborate with members of the Board to create designs. Design specifications discussed included: drone location photos, QR codes, mile marker indicators, the City of Warrenton logo, and trail maps. Locations discussed included: trailheads and trail intersections. Sammi Beechan agreed to send pictures of existing Warrenton Trail signs as examples.

- c. **WIKI Field Update – Pitching Mond and Infield, Field 2** – Ron Dyer informed the Board that he expects to have all the materials by mid-July. Turf has been donated and will be installed under each base and the pitcher’s mound. He expects the work to be completed by September.
- d. **Community Garden Relocation Proposal** – Bert Little informed the Board that the School Board will discuss this topic during their July meeting. Sammi Beechan asked for clarification around payment of associated water costs. Bert Little confirmed that the City has existing budget for this. Jasper, the community garden representative, will secure garden materials via his connections at Home Depot. The only anticipated expense is the installation of the water meter. Sammi Beechan expressed concerns around the accessibility and walkability of the proposed site and recommended crosswalks and/or signage be considered.
- e. **Adopt-A-Park** – Bert Little expressed a desire for any sponsorships to be long-term. Sammi Beechan suggested that, in alignment with Esther Moberg’s suggestion from the April 10, 2023 meeting, the existing unofficial park stewards be consulted around their priorities. It was agreed that this project be placed on hold.

Additional Business Brought Before the Board

- a. **Field 4 to Grade School Trail** – Ron Dyer raised this issue. It was agreed that it would be added to the next meeting agenda.

7. ADJOURNMENT

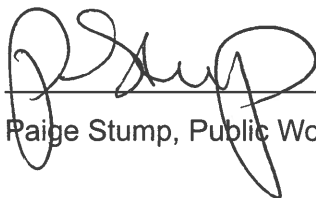
There being no further business, Chairperson Bert Little adjourned the meeting at 5:15 p.m. The next regular meeting is scheduled for August 14, 2023 at 4:00 p.m.

Approved



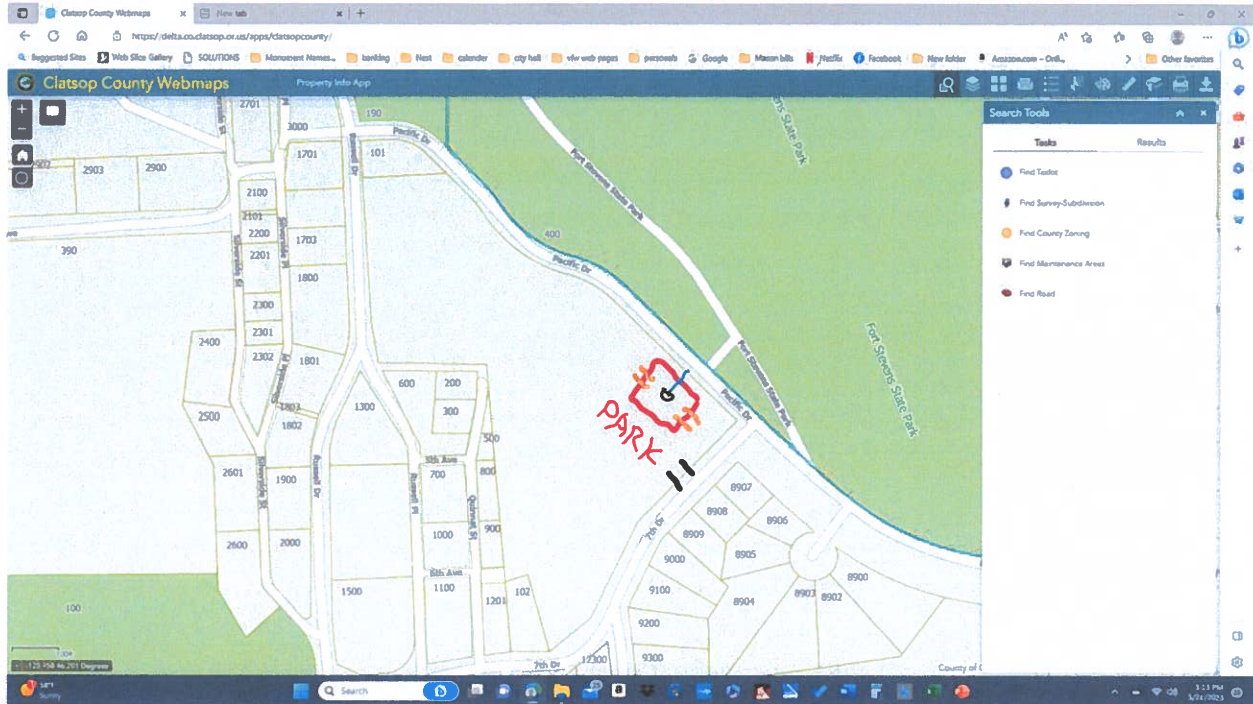
Bert Little, Parks Advisory Board Chair

Attest



Paige Stump, Public Works Executive Secretary

Parks Board Recommendation for new location of Community Garden in Hammond



Proposed Community Garden location. 150ft x 150ft
Northeast corner boarding Pacific Dr and 7th
There will be 2 Double high boxes for wheelchair access 2 x 16.
4 Food Bank boxes 4 x 16
36 community use boxes 4 X 8

Two drive through gates to haul debris and fertilizer in and out.
Eight-foot-high fence two gates.
Add water service in center for easy access to all boxes.
Small 4ft x 4ft shed in center by water to keep needed equipment.

Committee for relocation of Hammond Community Garden

Chairman: Bert Little

Ron Dyer

Jasper

May 28, 2023