



AGENDA

WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

October 9th, 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. August 14th, 2023 – Regular Meeting Minutes
 - b. August 29th, 2023 – Special Meeting Minutes
4. **REPORTS**
 - a. Warrenton Kids Inc. – Debbie Little
 - b. Public Works Operations – Greg Shafer, Public Works Director
 - c. Warrenton Parks Nonprofit – Brooke Terry
5. **BUSINESS ITEMS**
 - a. Chair Elections
 - b. Gold Star Memorial Placement
 - c. Warrenton High School Trail Signs
 - d. Community Garden Relocation
 - e. Additional Dog Bag Stations
 - f. WIKI Field
6. **DISCUSSION ITEMS**
 - a. BMX Bike Track Update & Next Steps
 - b. Adopt-A-Park Policy
 - c. Field 4 to Grade School Trail
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 August 14, 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

Parks Board Members Absent: Anya Schaueremann, Sara May Long, Sammi Beechan

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 June 12, 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 June 12, 2023, meeting. Carol Snell seconded the motion. All board members were in favor. Motion Passed.

4. **Reports**

- a. **Warrenton Kids, Inc.** – Debbie Little was not in attendance. Bert Little reported that Warrenton Kids, Inc. will begin scheduling football in the coming weeks.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, began by expressing gratitude for the volunteers who help with mowing at Quincy Robinson Park and the caretakers at Carruthers Dog Park. He reported that the previous caretaker at Carruthers Dog Park left recently and there has been an interim volunteer helping with restroom cleaning and dog station maintenance.
- i. **Public events:** Public Works tracks upcoming events. Event support needs for upcoming events are discussed during Monday department meetings. Standard support activities include restroom maintenance and stocking, garbage service, and barricade placement. Post event evaluation includes staff self-evaluation, site evaluation and outside feedback.
- ii. **Vandalism at Quincy Robinson restrooms** increased heavily after school ended for the summer and continued to be heavy for about a month. It has since trended in a downward direction. Incidents this summer included graffiti, plugged toilets, smeared feces, and broken sink pipes.
- iii. **Bark chips at Quincy Robinson Park** are getting thin. The hope is that areas can be spot filled until after the rainy season. In the Spring, Public Works will lay down a

- new layer of bark chips.
- iv. Carruthers Dog Park caretaker: Several caretakers have applied in the last couple of weeks. Public Works will interview and place in the coming weeks. Bert Little asked about the possibility of adding a seasonal caretaker at Quincy Robinson Park to deter vandalism. Greg Shafer informed the Board that Public Works is looking at improving the camera system for increased security. If the Board and Staff believe a caretaker is appropriate, Public Works can evaluate that. Ron Dyer agreed that this would be a good addition.
 - v. Ron Dyer informed the Board that he had trimmed limbs off trees around Field 4. He would like to finish off this work at Field 3 before the winter. He requested that Public Works use a brush cutter as far back along the perimeter of Field 3 and Field 4 as possible.

5. **Business Items**

- a. **BMX Bike Track – Erik Luysterborghs** – Bert Little spoke to Erik Luysterborghs, and he is still interested in working with the City on this. Bert Little will submit the Board recommendation to the City Recorder following this meeting.

6. **Discussion Items**

- a. **Cornhole Tournament Progress** – Brook Terry provided an update. They are hoping to get more teams to sign up as the event is currently only half full. Sara has the raffle prizes. Sponsors will bring branded giveaways. Brook will pick up the beer keg donated by Buoy Beer. The radio station will be there playing music and making announcements. The event runs from 12 p.m. to 4 p.m. Ron Dyer shared that they have orange fencing for the beer garden. Ron Dyer asked Greg Shafer if it would be possible for Public Works to scrape grass or weed eat inside the tennis courts before Saturday. Greg Shafer agreed to assign this work. Bert Little raised the issue of repaving the tennis court. Brook Terry shared that she intends to have a suggestion box at the event where citizens can share what they'd like to see done with the money raised and repaving the tennis courts for pickleball may be suggested.
- b. **Warrenton High School Trail Signs** – Bert Little reached out to the teacher at Warrenton High School but was unable to get ahold of him. His understanding is that there are several signs that have been developed but he is unsure which has been chosen. He will stop by the High School in the next couple of weeks to speak with the teacher in-person. He asked if the City has a template they'd like to use. Esther Moberg suggested that the Board consider working with Spruce-Up Warrenton on this. Bert Little agreed. Esther Moberg reiterated that staff is looking for a template or design before trailhead signs are created. She suggested looking at existing sign designs.
- c. **WIKI Field Update – Pitching Mound and Infield, Field 2** – Ron Dyer is working with Adam Nearing to get the forms up for the bullpen. A concrete contractor will then pour the concrete. He believes this work will be done shortly. In Field 2, they will be putting turf on the bases, the plate, and the mound. They are waiting for the bullpen work to be completed. They hope to be done with this work by the end of September.

- d. **Community Garden Relocation Proposal** – A subcommittee was formed consisting of Bert Little and Ron Dyer. They worked with the School Board on approval and a contract was drafted and presented to the City. The recommendation drafted by the Subcommittee was distributed to the Board and read aloud by Bert Little. Bert Little solicited comments. Ron Dyer asked about the agreement submitted to the City. Esther Moberg explained that the City’s legal team incorporated the agreement into an intergovernmental agreement. The terms of the agreement are \$20 for the total 20 years. This topic is on the docket for the next City Commission meeting. The School District has not yet voted on this agreement. However, as this agreement is based on the language in the original agreement, she does not anticipate any objection from the School District. Public Works will not move forward with the water meter until the agreement is in place. The Community Garden must be out of its current location no later than November. September would be the preferred time for the move. Bert Little made the motion to approve the recommendation. All four board members present were in favor, zero members were opposed, zero members abstained.
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- e. **Adopt-A-Park** – Ron Dyer shared that they were hoping to get sponsorships for park adoption. Esther Moberg suggested that existing signs be audited. Existing sponsors could be contacted to discuss renewed sponsorship. Some signs could potentially be removed. She further suggested that a parks sponsorship policy be developed.
- f. **Field 4 to Grade School Trail** – Ron Dryer would like to coordinate between the School District and the City to create a trail from the Grade School to Quincy Robinson Park. He would like to be able to use this trail to hold cross-country events. Esther Moberg suggested the next step on this would be a preliminary meeting with the Public Works Director, Greg Shafer, and a representative from the Grade School to walk through the area. Carol Snell raised the question as to who owns the land the trail would pass through. This will need to be determined.
- g. **Additional Dog Bag Stations** – Ron Dyer shared that this was discussed during the Mayor’s Coffee. He suggested that dog bag stations could be added at every trail intersection and perhaps half way through each trail. Esther Moberg shared that this had been discussed under the previous Interim Public Works Director and that it was decided that it was not feasible to add stations mid-trail. The Parks Advisory Board was solicited for recommendations on specific intersections. If the Board has specific intersection locations, send these to Greg Shafer and staff will determine feasibility. Carol Snell asked if a station would be needed at the Community Park. All present agreed that there should be one there.

Additional Business Brought Before the Board

There was no further business brought before the Board.

7. ADJOURNMENT

There being no further business, Chairperson Bert Little adjourned the meeting at 4:52 p.m. The next regular meeting is scheduled for October 9, 2023, at 4:00 p.m.

Approved

Bert Little

Bert Little, Parks Advisory Board Chair

Attest

Paige Stump

Paige Stump, Public Works Executive Secretary

MINUTES
Warrenton Parks Advisory Board
Special Meeting: August 29, 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, Sammi Beechan, Sara May Long

Parks Board Members Absent: Anya Schauermann

City Staff Present: Esther Moberg, City Manager; Greg Shafer, Public Works Director; Jim McCarthy, Public Works Operations Manager; Laura Dow, PW Office Assistant; Paige Stump, Public Works Executive Secretary

2. **Pledge of Allegiance**

3. **Business Items**

- a. **Consideration of Committee Recommendation for Gold Star Memorial** – Bert Little introduced Gordon Treber, Astoria Resident, Gold Star Parent. Gordon Treber was asked by the Bend Heros Foundation and the National Garden Club to select a location for a Gold Star Memorial marker. He was unable to find a suitable location in Astoria. He believes that Warrenton Memorial/Flag Park would be an ideal location for this memorial. Bert Little reminded participants that the original purpose of the park was to house memorials and that Warrenton has a strong military history. Bert Little read the proposed Board Recommendation to the assembly. Carol Snell asked if there was anything that would prevent grant money from being used for this purpose. Bert Little said there would be nothing to prevent this. Brooke Terry asked if the proposed location of the marker had been measured to ensure it would fit. Bert Little confirmed that it would fit. Sammi Beechan asked if the proposed September 24th dedicate date was attainable. It was agreed that this is an aspirational date due to permit, cement, and weather considerations. Bert Little made a motion to approve the recommendation. All six (6) board members voted aye, zero members were opposed, zero members abstained. The motion was carried.
- b. **Warrenton Parks Nonprofit** – Brooke Terry explained that the primary purpose of the nonprofit organization is to request grants and accept tax deductible donations in order to accomplish new and existing park and trail related goals. The nonprofit would also align itself with Fort Stevens and other nonprofit organizations. Goals would align with the Parks Master Plan and community feedback would be solicited. They are requesting the blessing of the Parks Advisory Board and the City Commission. Esther Moberg clarified that the nonprofit would not be a subsidiary of the Parks Advisory Board or tied to the City. The nonprofit will have its own bylaws, mission statement, and governing board and will apply for 501(c)(3) status. Bert Little expressed his support for this.

Several members of the nonprofit introduced themselves: Judy Stich, Laura Dow, and Ken Standing. All three are lifelong members of the community, are raising their children in the community, and are interested in supporting and improving local parks and trails. Sara Long shared that this idea started from a desire to create a group that could access grants and donations and work closely with the City to help the parks. Ron Dyer asked if this nonprofit would infringe on the space already occupied by Spruce Up Warrenton or other existing groups. Brook Terry shared that she has been in contact with Spruce Up Warrenton, and they have begun to outline how the two groups can complement each other. She plans to attend Spruce Up Warrenton meetings and hopes to create a network of local nonprofit organizations. Sara Long shared that Kids Inc. is another group the nonprofit will work closely with.

Sammi Beechan asked several questions:

- i. Who is the “we” described in request for support and recommendation document? Brook Terry responded that the official name is to be determined, as the nonprofit does not exist yet.
- ii. Is the exception that there will be liaisons or members who serve on both the Parks Advisory Board and the nonprofit? Brook Terry responded that she would serve on both. A lot of the work they hope to do would require PAB or City approval and so they will collaborate closely with both. Sara Long expressed that too much overlap could result in undesirable conflicts of interest.
 1. Will there be language in the nonprofit’s bylaws requiring attendance at Parks Advisory Board meetings or that members serve on both? Brook Terry responded that they do not currently plan to include this in their bylaws.
- iii. What is the key benefit with relation to funding? Esther Moberg shared the cornhole tournament as an example. The Parks Advisory Board was unable to hold cash or set up a square account. Additionally, donations to the Parks Advisory Board go to the General Fund rather than to Parks. Donations to a nonprofit could be explicitly collected and used for parks. It is a less onerous process for a nonprofit to apply for grants. The nonprofit would allow for increased transparency about how donation money is being spent.

Bert Little made a motion to approve the recommendation of support. Ron Dyer seconded the motion. All six (6) board members voted aye, zero members were opposed, zero members abstained. The motion was carried.

7. ADJOURNMENT

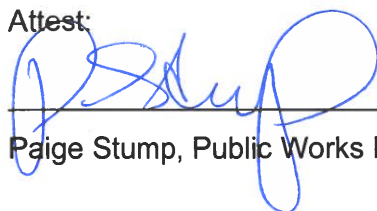
There being no further business, Chairperson Bert Little adjourned the meeting at 4:45 p.m. The next regular meeting is scheduled for October 9, 2023, at 4:00 p.m.

Approved:



Bert Little, Parks Advisory Board Chair

Attest:



Paige Stump, Public Works Executive Secretary



Recommendation Response Form

Recommendation:

Thank you for your committee's recommendation. The City Commission reviewed and/or decided your committee's recommendation on:

Recommendation was:

Accepted

Accepted w/ Amendment

Remanded

Rejected

Decision Narrative

Attach additional narratives on blank pages if needed