

MINUTES
Warrenton Parks Advisory Board
December 11, 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: Greg Shafer, Public Works Director; Jim McCarthy, Public Works Operations Manager; Paige Stump, Public Works Executive Secretary

2. Pledge of Allegiance

3. Consent Calendar

- a. **Review Minutes of October 9, 2023, Regular Meeting** – In the presence of a quorum of four members of the Parks Advisory Board, Bert Little made the motion to approve the minutes of the October 9, 2023, meeting. Ron Dyer 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 informed participants that Warrenton Kids, Inc.'s activities are primarily related to the baseball fields. As such, Debbie Little will provide updates during baseball season.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, provided the following report:
- i. Parks sponsor sign removal. Public Works found and removed one sponsorship sign from Quincy Robinson Park. The sign is being stored at Public Works.
 - ii. Dog pots. Five (5) locations for additional dog pots have been identified and the new dog pots have been procured. Utility locates are being called in this week. After which, the dog pots will be installed. Ron Dyer asked if a dog pot is being added next to the gazebo at Quincy Robinson Park. Greg Shafer shared the five (5) locations and noted that this location was not included. Jim McCarthy shared that there is a trash can inside the gazebo.
 - iii. Community garden. Public Works has completed work on decommissioning the old garden. This work took the crew roughly a week to complete and multiple dump truck loads of debris were removed.

- c. **Warrenton Parks Nonprofit** – Brook Terry reported that since the October meeting the nonprofit has: registered with the state; obtained an EIN; received 501(c) tax exemption; registered with GuideStar; and set up PayPal, Venmo and GoFundMe. The next step is to determine which projects they will support. Bert Little asked if the nonprofit could move forward with securing the materials grant from Home Depot for community garden supplies. Brook Terry agreed that the nonprofit will support this initiative. The next step is to create a materials list. The next Parks Nonprofit meeting is scheduled for 1/22/24 at 4:00 p.m., location to be determined.
- d. **Park & Trail Sign Subcommittee** – Brook Terry reported that the Subcommittee met with members of Spruce Up Warrenton. Spruce Up Warrenton agreed to provide history and plant name information but will not provide funding for this project. Spruce Up Warrenton would like permission to plant daffodil bulbs next fall on the trail near NE 1st St. They were instructed to come before the Board to request permission at that time. Brooke Terry reported that the initial focus of the Subcommittee is on directional and map signs for the Waterfront and Skipanon Loop trails. They would like to leverage the design of the existing map signs with “you are here” star indicators and install them at the entrances for both trails. Bert Little raised the issue of QR codes. Sara Long volunteered to address this issue with the City prior to the next meeting. Brooke Terry noted that the Parks Masterplan calls for Spanish translations of new signs and shared that she has a contact at the Hispanic Council who could help with translations.

5. **Business Items**

- a. **Gold Star Memorial Placement** – Bert Little reported that the memorial is currently at his house. The next step is to call in utility locates. After locates are completed, a contractor will pour concrete and install a 4” pipe. The concrete will need to cure for a couple of weeks. After which, the memorial can be affixed to the top of the pipe. Sara Long asked who will pay for the contractor. Bert Little responded that they hope to find a local contractor who will donate their services. If they are unable to do so, VFW will cover the cost.
- b. **Community Garden Relocation** – Ron Dyer asked if the terms of the agreement with the school board will allow for trees to be cleared on the site of the new garden. Bert Little confirmed that it does. This work will be postponed until the weather improves. The next step is for the nonprofit to move forward with the Home Depot supply grant. Bert Little reiterated the importance of community involvement with the community garden. Any community member with questions on how to get involved can contact Bert Little.
- c. **WIKI Field Update** – Ron Dyer reported that field 4 has been compacted but that they will need to wait for a break in the weather before installing the turf. Due to the wet ground, they may be unable to get equipment in to move the turf over to the gravel area. In which case, they will reach out to Public Works for assistance. Work on field 2 is postponed until either spring or a freeze.

6. Discussion Items

- a. **Adopt-A-Park** – The Board discussed tabling this discussion item until after the Parks & Trail Sign Subcommittee has finalized their work, likely in April. Ron Dyer motioned to table this discussion item, Brooke Terry seconded the motion, all Board members were in favor. Motion carried. Brooke Terry volunteered to gather policy examples and to outline questions for the April meeting.
- b. **Field 4 to Grade School Trail** – Ron Dyer reported that there has been no action on this. He reaffirmed his desire to have the City and the School Board work together on this. He envisions a small culvert with a bridge over it.

Additional Business Brought Before the Board

Jennifer Fowler and her husband, Jim, are currently leasing property at the Hammond Marina and are negotiating a long-term lease with the City. She has previously had discussions with Bert Little and Ron Dyer about utilizing some of this space as a multi-use space for older kids and members of the community to gather. Ideas discussed included: pickleball, basketball, and a covered area/pavilion. Jennifer Fowler also advocated for solutions to drive engagement among the fishing community. Sara Long informed the Board that the topic of a “Covered Area” will be on the agenda for the February meeting and invited Jennifer Fowler to participate in the discussion at that time.

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 February 12, 2024, at 4:00 p.m.

Approved


Sara Long, Parks Advisory Board Chair

Attest


Paige Stump, Public Works Executive Secretary