



AGENDA

WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

December 11th, 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. October 9th, 2023 – 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
 - d. Park & Trail Sign Subcommittee
5. **BUSINESS ITEMS**
 - a. Gold Star Memorial Placement
 - b. Community Garden Relocation
 - c. WIKI Field
6. **DISCUSSION ITEMS**
 - a. Adopt-A-Park Policy & Subcommittee
 - b. 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
October 9, 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 Schaueremann

City Staff Present: Esther Moberg, City Manager; Greg Shafer, Public Works Director; Paige Stump, Public Works Executive Secretary, Twyla Vittetoe, Engineering Technician

2. **Pledge of Allegiance**

3. **Consent Calendar**

- a. **Review Minutes of August 14, 2023, Regular 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 August 14, 2023, meeting. Carol Snell seconded the motion. All board members were in favor. Motion Passed.
- b. **Review Minutes of August 29, 2023, Special Meeting** – In the presence of a quorum of four members of the Parks Advisory Board, Carol Snell made the motion to approve the minutes of the August 29, 2023, special meeting. Brooke Terry seconded the motion. All board members were in favor. Motion Passed.

4. **Reports**

- a. **Warrenton Kids, Inc.** – Debbie Little was not in attendance, there was no report on this agenda item.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, provided the following report:
 - i. **Public events:** Public Works tracks upcoming events. The next event on the schedule is the Fall Festival on 10/21/23. Public Works has sprayed the tennis court for weeds twice in the past two (2) months and performed maintenance with a weed eater. Crews will stock restrooms, empty garbage cans, and set up barricades in preparation for this event.
 - ii. **Carruthers Dog Park caretaker:** A new caretaker has been installed and is doing a great job.
 - iii. Bert Little and Ron Dyer expressed gratitude for the work Public Works has done weed eating and cleaning out ditches.

iv. Bert Little raised the issue of cracked asphalt on the tennis courts. Greg Shafer believes that substantial work would be needed to repair the tennis courts, a simple crack fill would not suffice due to the number and size of the cracks.

c. **Warrenton Parks Nonprofit** – Brook Terry reported that the nonprofit’s bylaws have been drafted. The next steps are to finalize Board membership, schedule meetings, approve the bylaws, and become formally registered. Sammi Beechan asked how long board member terms will be. Brook Terry responded that they will be one (1) year and that the Board will meet quarterly. Ron Dyer asked if City employees will serve on the Board. Esther Moberg expressed a preference for City employees not to serve on the non-profit board but elaborated that they may do so in their capacity as private citizens. The distinction was made between off-duty employees and elected officials.

5. **Business Items**

a. **Chair Elections** – Ron Dyer nominated Sara Long for the position of Parks Advisory Board Chair. Sara Long accepted. Bert Little seconded this nomination. No other nominations were made. All board members were in favor.

Ron Dyer nominated Bert Little for the position of Parks Advisory Board Vice-Chair. Bert Little accepted. Carol Snell seconded the motion. Bert Little nominated Sammi Beechan for the position of Vice-Chair, Sammi Beechan accepted, Sara Long seconded the motion. Bert Little withdrew himself from consideration. All board members voted in favor of Sammi Beechan for the position of Vice-Chair.

b. **Gold Star Memorial Placement** – Bert Little reported that the memorial is nearly finished. It is currently at Gordon Treber’s house for touchup work. Once complete, they will work with Public Works to determine the location of nearby utilities and get a more comprehensive understanding of how the memorial should be installed. Plans will need to be submitted.

c. **Warrenton High School Trail Signs** – Bert Little reported that the High School has been unresponsive. He no longer recommends that they develop the design for the signs. Esther Moberg suggested that staff bring several suggested sign designs to the next meeting and that the Board select one of these.

Brenda with Spruce Up Warrenton presented signage and ideas that they’ve developed on this topic. Specifically, (1) that signs be made from reflective aluminum rather than paper products, (2) small signs with information on the history and type of trees on the trails, and (3) signs roughly the size of the current Code of Conduct signs, with information about local history.

The distinction was made between the types of signs proposed by Spruce Up and the way finder signs the Board has been working on. Other items discussed included: signs with history specific to different sections of town, QR codes, a website housing local history or other information. Concerns around the cost to host and maintain websites and the need to update QR codes were discussed.

Esther Moberg suggested that PAB and Spruce Up meet to discuss what Spruce Up will do and what City staff will do. A formal decision on templates is needed before City staff can begin work. It was agreed that a Subcommittee would be formed to work on this project. The scope of the subcommittee is (1) what signs will be developed, i.e., way finding, history, plant information (2) where the signs will be placed, (3) sign priority, (4) replacement of existing signs, (5) template recommendations. The Subcommittee will partner with Spruce Up and will provide an update/recommendation to the Board at the December meeting. The Board will aim to make a final decision during the February meeting. Sara Long, Sammi Beechan and Brooke Terry will serve on the Subcommittee. Sammi Beechan to send an email to the Subcommittee members.

- d. **Community Garden Relocation** – Ron Dyer reported that everything has been finalized with the School Board. He met with Public Works and determined that the water line is on the side of the road abutting the new location. The old garden location needs to be cleaned out prior to November. The property owner has listed the property for sale and the City is there outside of an active lease agreement. It was suggested that a community clean up event be held. Public Works will level the garden after it's been cleaned out. A water meter will be installed in the Spring. A non-profit will need to apply for a grant from Home Depot for fencing and other materials. Specific measurements and material lists are needed to apply for the grant, and it needs to be applied for as soon as possible.
- e. **Additional Dog Bag Stations** – Ron Dyer reported that he and Bert Little provided a list of 15 locations to Public Works. Public Works asked that five (5) priority locations be designated. Greg Shafer will provide updates at subsequent Board meetings. Ron Dyer requested that another station be added next to the gazebo at Quincy Robinson Park.
- f. **WIKI Field Update – Pitching Mond and Infield, Field 2** – Ron Dyer reported that the turf on the bases of Field 2 is taking longer than expected. Concrete has been poured around the outside of Field 4 and gravel has been laid. The next step is for a volunteer to lay the turf, this may require a compactor.

6. Discussion Items

- a. **BMX Bike Track Update & Next Steps** – Bert Little reported that Erik Luysterborghs is still interested in this project. Esther Moberg clarified that the Commission's objections to this centered around membership fee requirements for use, as this does not provide a benefit to the community. If they were to modify their proposal, the Commission may be more inclined to approve this. Additional concerns included: monitoring requirements and digging restrictions associated with former dumps, requests for dirt to be donated, requests for water, etc.
- b. **Adopt-A-Park** – Ron Dyer began by discussing existing sponsorship signs. Sammi Beechan asked if there is a list of existing sponsors. Esther Moberg responded that there is not. Esther Moberg to confirm with Finance that there are no active sponsorship agreements. It was agreed that Public Works will audit and remove existing signs. The Board requested that the signs be photographed and that those photographs be shared with the Board. It was suggested that a Subcommittee could be established to develop

an adopt-a-park policy. It was agreed that a decision on the Subcommittee would be postponed until the next meeting. Ron Dyer asked where the funds from sponsorship would go. Esther Moberg clarified that this would go to the City and could be used for projects like resurfacing the tennis courts.

- c. **Field 4 to Grade School Trail** – Ron Dyer reported that there has been no action on this. He still hopes to get time with Greg Shafer and a representative from the School Board to walk the proposed trail. The City owns most of the land that the proposed trail would travel through. He hopes to make progress on this soon.

Additional Business Brought Before the Board

There was no further business brought before the Board.

7. ADJOURNMENT

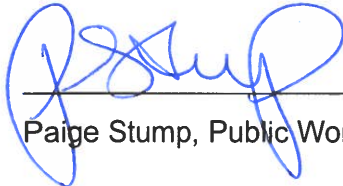
There being no further business, Chairperson Bert Little adjourned the meeting at 5:35 p.m. The next regular meeting is scheduled for December 11, 2023, at 4:00 p.m.

Approved



Bert Little, Parks Advisory Board Chair

Attest



Paige Stump, Public Works Executive Secretary

Paige Stump

Subject: FW: Parks and Trails Signage

From: Brooke Terry <brooketerry@outlook.com>

Date: November 30, 2023 at 9:10:00 AM PST

To: Sara L <sara.may.9483@gmail.com>

Cc: Brenda Hoxsey <brendahox@gmail.com>, Sammi Beechan <sammibeechan@gmail.com>

Subject: Re: Parks and Trails Signage

Notes from the meeting and reference map/photos. Let me know if I should add any additional notes or make any edits to this:

Spruce Up Warrenton would like to plant daffodils at the trailhead by the church where they recently cleared it up. The ground is rocky here so they would need to bring some dirt. This area is not mowed by public works. They would like to help with informational signs that include history, plant names, etc. but they may not be interested in funding them at this time.

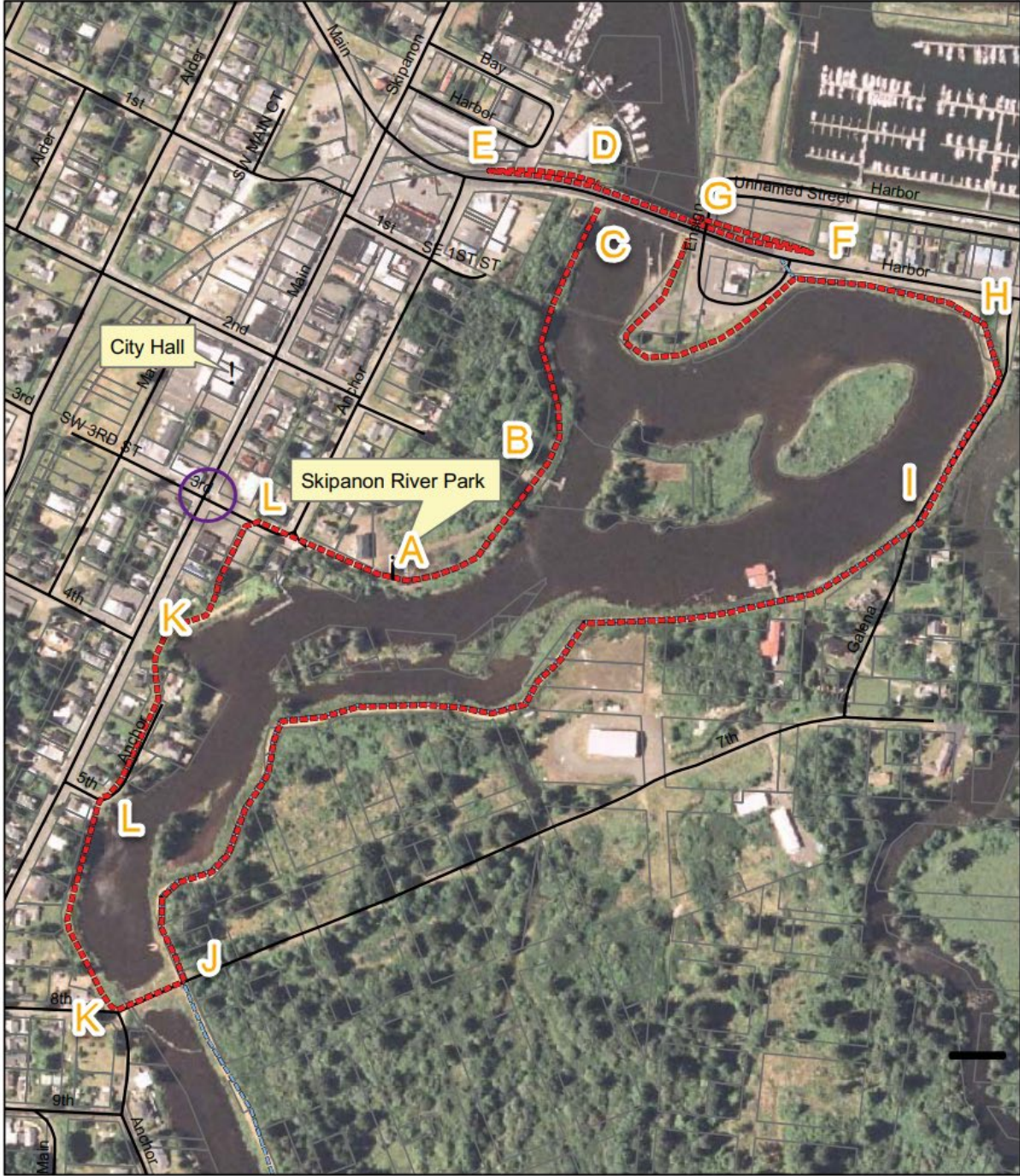
We discussed the empty sign at Skipanon River Loop. We will be getting dimensions of this and Brenda will research the cost to put an informational sign on a portion of it. (~1/3)

We should focus on signage for Skipanon River Loop and Warrenton Waterfront Trail. First, at each significant trailhead there should be a directional map sign, similar to the current one in the on Galena Ave. Preferably with a "You Are Here" identifier. Next, we should add smaller directional signs and mile markers to the portions of the trails which may be hard to tell where to go.

I added letters to these existing maps at all intersections for us to reference when discussing where to put signage. If anyone has any of existing signs for any of these points, send them to me and I can put them together to use at the meeting.

Skipanon River Loop Trail

Warrenton, Oregon
2008



Legend

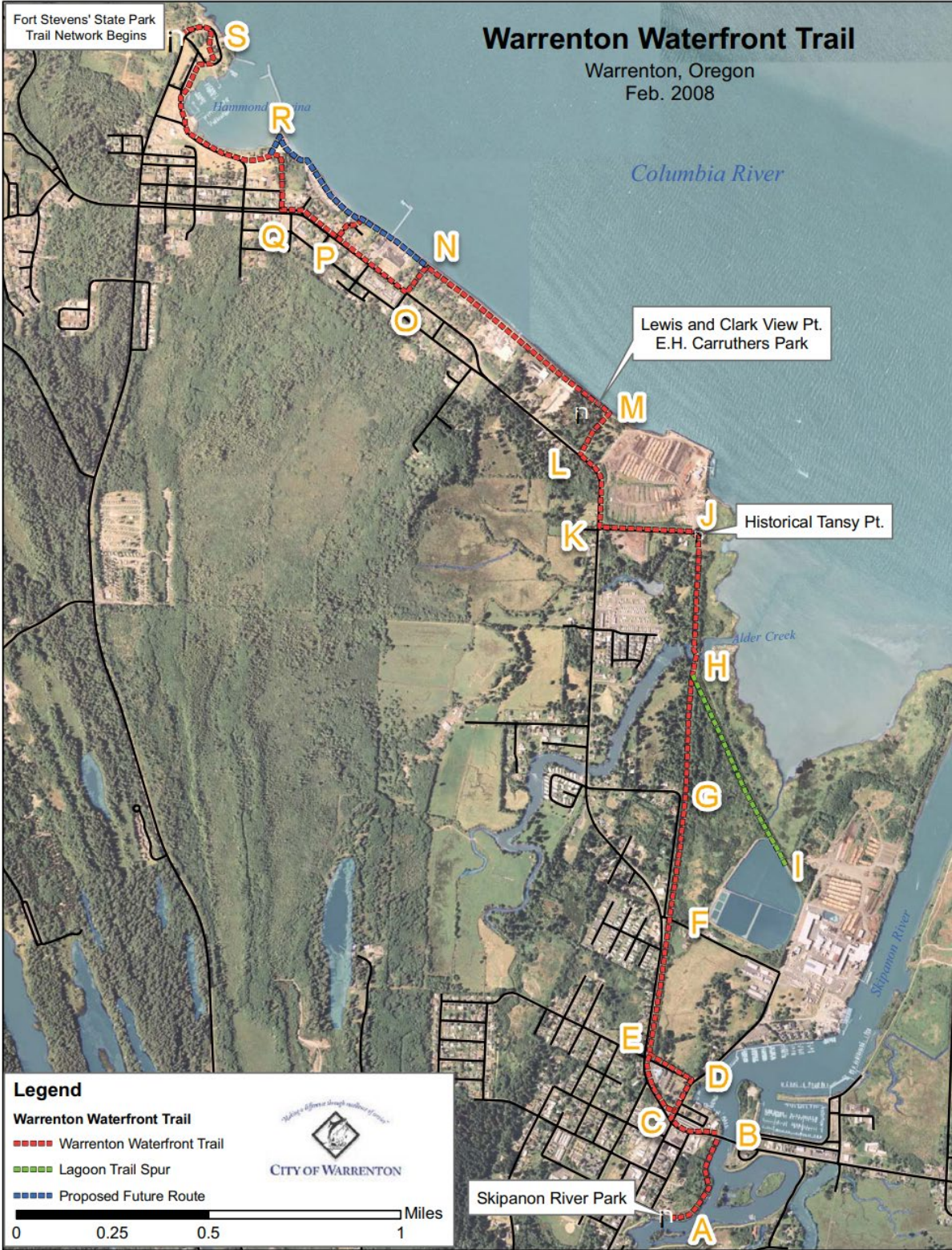
- Skipanon River Loop Trail**
- Skipanon River Loop Trail
- Skipanon River Trail Eastern Spur



Fort Stevens' State Park
Trail Network Begins

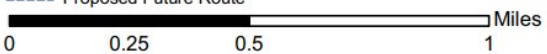
Warrenton Waterfront Trail

Warrenton, Oregon
Feb. 2008



Legend

- Warrenton Waterfront Trail
- Warrenton Waterfront Trail
- Lagoon Trail Spur
- Proposed Future Route



Skipanon River Park

Lewis and Clark View Pt.
E.H. Carruthers Park

Historical Tansy Pt.



(Galena Ave - H on the Skipanon Loop)



(A on both Maps)

This field is sponsored by



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