



AGENDA

WARRENTON PARKS ADVISORY BOARD REGULAR MEETING

April 8th, 2024 – 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. February 12, 2024 – Meeting Minutes
4. **REPORTS**
 - a. Warrenton Kids Inc. – Debbie Little
 - b. Public Works Operations – Greg Shafer, Public Works Director
 - c. Warrenton Parks Alliance – Brooke Terry
5. **BUSINESS ITEMS**
 - a. City Website Trails Map List
 - b. Gold Star Memorial Placement
 - c. Community Garden Relocation
 - d. WIKI Field
6. **DISCUSSION ITEMS**
 - a. Field 4 to Grade School Trail
 - b. Covered Space
 - c. Adopt-A-Park Policy & Subcommittee
7. **ADJOURNMENT**

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MINUTES
Warrenton Parks Advisory Board
February 12, 2024
Warrenton City Hall – Commission Chambers
225 South Main Avenue, Warrenton, OR 97146

1. **CALL TO ORDER**

Parks Board Members Present: Chairperson Sara May Long, Bert Little, Brooke Terry,
Via Zoom: Ron Dyer

Parks Board Members Absent: Anya Schauermann, Sammi Beechan

City Staff Present: Esther Moberg, City Manager, 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 December 11, 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 December 11, 2023, meeting. Brook Terry 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 Debbie Little is working on the schedules for the upcoming season. The question was raised as to whether Warrenton Kids Inc. will need to renew their contract with the City this year. Esther Moberg informed the Board that the contract signed last year was for 10 years.
- b. **Public Works Operations** – Greg Shafer, Public Works Director, noted that winter is a slower time of year for Public Works and provided the following report:
- i. American Flag at Quincy Robinson Park – Staff noticed that the American flag at Quincey Robinson Park looked frayed and proactively replaced it.
 - ii. Spruce Up Warrenton Easter Egg Hunt – Public Works will support this event.
 - iii. Mowing – As the grass begins growing, Public Works will begin mowing activities.
- c. **Warrenton Parks Alliance** – Brook Terry reported that the Warrenton Parks Alliance recently hosted a fundraiser and raised roughly \$1,000.00. During their last meeting, attendees expressed strong support for a covered space. The Alliance will hold a community cleanup event on April 21st, the details of the event are currently being

decided upon. Brook Terry reported Mayor Balensifer forwarded her information regarding a grant. However, only municipalities and their appointees are eligible to apply. Brook Terry will forward the link to Esther Moberg.

- d. **Park & Trail Sign Subcommittee** – The Subcommittee has drafted a recommendation for the Board. Sara Long provided the following key points:
- i. Replace all current signs and add any needed for wayfinding and trailheads.
 - ii. Maintain same basic design that signs currently have but update to include the City logo and conform to the city logo colors of green with gold.
 - iii. Where necessary include Spanish.
 - iv. Ensure that "you are here stars" are on each sign.
 - v. While each trail map will include the map for that trail (as opposed to the entire Warrenton trail system) it is recommended that the Skipanon Park Trailhead include waterfront as well as the Skipanon loop trail maps.
 - vi. Until the completion of the wayfinding and trailhead signs there is no recommendation for further signage for informational/educational purposes. Once the wayfinding signs are complete and the remaining budget is known the board will address further signage.
 - vii. QR codes will not be included at this time.

Sara Long made a motion to submit the Subcommittee's recommendation to the City, Bert Little seconded the motion. All board members were in favor, motion passed. Sara Long will send the formal recommendation to Esther Moberg and Paige Stump. Esther Moberg will work with City staff to create a sample sign and will send it to Sara Long for approval.

5. **Business Items**

- a. **Gold Star Memorial Placement** – Bert Little reported that the post for the memorial has been installed. The family dedicating the memorial would like to have an appropriate amount of publicity and fanfare for the dedication and will contact local newspapers, the Governor, and the City. Bert Little will provide event information when it is available and expressed his desire for Mayor Balensifer to represent the City at this event. Esther Moberg requested that the City be given as much advanced notice as possible in order to coordinate.
- b. **Community Garden Relocation** – Bert Little reported that he and Ron Dyer measured the new site to determine supply needs in order for the Warrenton Parks Alliance to submit the Home Depot grant application. Bert Little suggested that it may be more cost effective to hire a contractor to install the fence. Bert Little asked Brook Terry what information the Alliance will need for the grant. Brook Terry asked what information Home Depot will need. Bert little agreed to write up a form. The question was raised as to how the procurement for a fencing contractor would be handled. Esther Moberg informed the Board that if the City funds will be used, City staff should manage the procurement. However, Parks Board members can solicit estimates. Ron Dyer reported that the School Board has given their approval for trees and brush to be removed as needed. Ron Dyer will forward the approval letter to Esther Moberg. Esther Moberg

informed the Board the City will need information on which contractors will be performing tree and brush removal to ensure they are properly insured. Ron Dyer agreed to provide this information to Esther Moberg. Ron Dyer stated that he would prefer treated wood be used, as non-treated will rot more quickly.

- c. **WIKI Field Update** – Ron Dyer reported that it has been too wet to install the turf for the bullpen and Field 2 bases. He hopes to have an update for the next meeting.

6. **Discussion Items**

- a. **Field 4 to Grade School Trail** – Ron Dyer reported that it has been too wet to explore the trail site but that the school remains interested in this project.
- b. **Covered Space** – Sara Long began by emphasizing that this is a community need and suggesting that, with the creation of the Warrenton Parks Alliance, it may be more feasible to take this project up in the near future. She requested that the Board consider: potential location, desired design features, and size. Sara Long shared her vision for a covered space that would be large enough to serve as an event or market space, perhaps the size of the tennis courts at Quincy Robinson Park, with a drop off on the side to offer some rain protection. Sara Long recognized potential concerns such as graffiti and other delinquent behavior as well as ongoing maintenance needs. Brook Terry added that, in order to be considered for some grants, the space could not be enclosed. Esther Moberg suggested that the Board consider a partnership with the Urban Renewal Agency and incorporate this into the future Peterson Park project that is scheduled to enter the design phase next year.
- c. **Masterplan/Community Involvement** – Sara Long shared that the Parks Masterplan was developed several years ago and that she would like the Board's priorities to be guided by the Masterplan. Examples included: more bilingual signage and a covered space. She suggested a cleanup of the parks maps currently on the City site as low hanging fruit. Sara Long expressed a desire for increased community involvement and suggested that funds from the Cornhole Tournament could be used for community events such as park cleanups.
- c. **Adopt-A-Park Policy & Subcommittee** – The Board expressed uncertainty on the scope of this project. Esther Moberg reminded them of previous discussions surrounding what park sponsorship would look like, a potential policy to address this, and a subcommittee to develop this policy. The Board discussed specific parks that would benefit from sponsorship including Pacific Rim, the park next to the VFW, Skipanon Park, and the Fort Stevens Parade Grounds. It was suggested that any development of the Parade Grounds should be preceded by soliciting community input. The Board agreed that a subcommittee would not be established at this time but that this topic should remain on the agenda for discussion. Sara Long requested that members bring ideas and information to the Board and agreed to look into what other cities are doing. Brook Terry asked for clarification as to what Board members should be looking into to, suggestions included: a list of parks people could adopt, sponsorship banners for parks, liability appropriate playground equipment, exercise equipment for adults, and

butterfly gardens. Bert Little informed the Board that the Quincy Robinson sign is faded and could use maintenance. Esther Moberg reminded that Board that Quincy Robinson has a trust and that funds may be available for this maintenance.

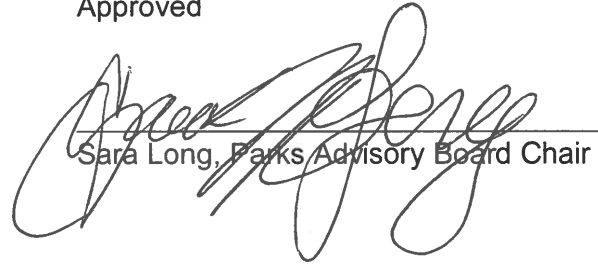
Additional Business Brought Before the Board

There was no further business brought before the Board.

7. ADJOURNMENT

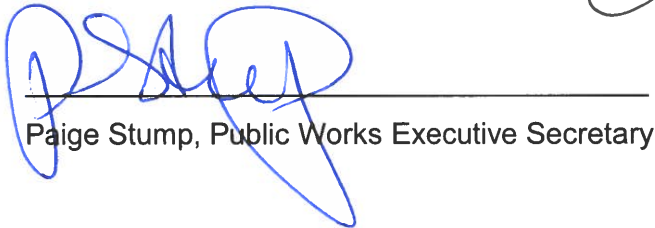
There being no further business, Chairperson Sara Long adjourned the meeting at 4:40 p.m. The next regular meeting is scheduled for April 8, 2024, at 4:00 p.m.

Approved



Sara Long, Parks Advisory Board Chair

Attest



Paige Stump, Public Works Executive Secretary



Trail Maps

Supporting Documents

-  [Warrenton Waterfront Trail \(478 KB\)](#)
-  [Skipanon Peninsula Trail Network \(322 KB\)](#)
-  [Eastern Skipanon River Trail Spur \(220 KB\)](#)
-  [Airport Dike Trail \(262 KB\)](#)
-  [Burma Road Trail \(468 KB\)](#)
-  [Spirit Loop Trail \(354 KB\)](#)
-  [Skipanon Peninsula Trail Network \(209 KB\)](#)
-  [Grade School Trail \(341 KB\)](#)
-  [Hammond Post Office Trail \(188 KB\)](#)
-  [Beaver Trail \(236 KB\)](#)
-  [Creekside Trail \(294 KB\)](#)

