



AGENDA

STAYTON PARKS AND RECREATION BOARD MEETING

November 5, 2019

6:00 p.m.

E.G. Siegmund Room at the Stayton Public Library
515 N. First Avenue
Stayton, OR 97383

CALL TO ORDER

1. Presentations / Comments from the Public
2. Review and approve minutes from July 9, 2019, meeting (*Attachment A*)
3. Parks and Recreation Reports
 - *July, August & September Reports provided by Bob Parsons (Attachment B)*
4. Old Business
 - *Video Clips of Parks' Amenities*
5. New Business
 - *Open Discussion or comments about any of the City Parks*
 - *Meeting Start Time (Rich Lewis)*
 - *RFP- Grant Writer for Mill Creek Park Grant Application*
6. Future Agenda Items
7. Adjourn

Next Meeting Date – December 3, 2019, 6:00 p.m.

CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

July 9, 2019

LOCATION: Stayton Public Library, 515 N. First Avenue, Stayton, OR 97383

ROLL CALL

Present: Pam Pugsley – Chair, Dan Brummer, Wayne Houghtaling, Richard Lewis, Patrick Mulligan
Absent: AJ Westlund
Staff: Lance Ludwick, Public Works Director
Lisa Meyer, Administrative Assistant (Minutes)
Guest(s): None

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:00 p.m.

PRESENTATIONS / COMMENTS FROM THE PUBLIC - None

REVIEW AND APPROVAL OF MINUTES

Mr. Lewis made a Motion to Approve Minutes from June 4, 2019, Mr. Brummer seconded. Motion Passed 4:0.

PARKS DEPARTMENT

The Board reviewed the Parks Report provided by Bob Parsons (*Attachment B*). Ms. Pugsley expressed her appreciation for Mr. Parsons arranging a volunteer to pressure wash/repaint the Friends of the Library storage container that is next to the Community Center. Mr. Brummer noted that a board needs to be replaced on a bench at the Community Center Park. The Board discussed posting park vandalism when it occurs on social media to make the public aware.

OLD BUSINESS

Update about Park Shelter Fees- Mr. Ludwick checked into the possibility of charging a fee to reserve park shelters as recommended by the Parks & Recreation Board. The City has no plans to start charging fees.

Update Santiam Summerfest Booth- Public Works has tentative plans to have a booth at next year's Summerfest. The Parks and Recreation Board can be a part of the booth.

Parks Brochure Available at Roth's Fresh Markets- The City has received positive feedback from community members about the brochure that is available to shoppers as they check out at the grocery store.

Video Clips of Parks' Amenities- Mr. Mulligan has a drone available to record video. The Board will meet within the next couple months to plan the details of the video.

OTHER BUSINESS

There are no plans to pressure wash or paint the Jordan Bridge in the near future.

Public Works will have a wood chipper available to assist volunteers with the construction of the Rotary trail path along the Salem Ditch. The Rotary plans to have a bridge cross the ditch at the west end of the trail.

Mr. Ludwick has no new information about the Agreement between the City and Santiam Water Control District (SWCD) regarding Wilderness Park. Any maintenance issues should be referred to the SWCD.

The Board decided to cancel August's meeting and move September's meeting to September 10th.

FUTURE AGENDA ITEMS:

Grant Writer for Mill Creek Park Grant Application

ADJOURN: Meeting was adjourned at 6:31 p.m.

**Parks Report
City of Stayton
July 2019**

- Routine garbage collection and restroom cleaning at all Parks.
- Oversaw Community Service workers who assisted with trimming the shrubs/roses around library and pool, pulled weeds from playground at Northslope Park, spot cleaned Jordan bridge, and completed painting of shipping container for library.
- Playground inspections.
- Painted handrails at the Community Center.
- Installed sign at Mill Creek Park Recreation Area.
- Sprayed Mill Creek Detention Pond for broadleaf weeds.
- Adjusted and repaired irrigation at Mill Creek Detention Pond.
- Placed new sign for BBQ briquette disposal at Pioneer Park.
- Checked irrigation at Wildlife Meadows Park.
- Obtained chipping equipment for Rotary trail along the canal.
- Sprayed weeds in developed Parks.
- Posted Cougar warning signs around Mill Creek Detention Pond and Wildlife areas.
- Assisted homeless campers out of Riverfront Park.
- Cleaned up multiple graffiti and vandalism incidents at Quail Run Park.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

**Parks Report
City of Stayton
August 2019**

- Routine garbage collection and restroom cleaning at all Parks.
- Made irrigation adjustments and repairs at Mill Creek Detention Pond and all other Parks.
- Trained new seasonal staff member.
- Trimmed shrub beds at the library, Community Center, and pool.
- Fertilized Mill Creek Detention Pond.
- Mowed along the new Rotary trail and behind the pool.
- Applied herbicide to Rotary trail and Riverfront Park trails.
- Applied surfacing chips to playgrounds at Northslope and Pioneer Park.
- Arranged surfacing installer to make repairs to Santiam Park playground.
- Trimmed up low hanging tree branches at Northslope, Quail Run, and Westtown Parks.
- Obtained over-seeding mix for Mill Creek Detention Pond.
- Installed ID tags on irrigation valve box lids at Mill Creek Detention Pond.
- Mowed and applied herbicide at Wildlife Meadows detention pond. Also removed downed tree limb.
- Applied herbicide to shrub beds at Santiam Park.
- Obtained materials for table and bench repairs.
- Had volunteer paint picnic tables behind tennis courts.
- Two Community Service Workers provided a total of 20 hours of service this month.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

Parks Report City of Stayton September 2019

- Routine garbage collection and restroom cleaning at all Parks.
- Removed graffiti from restroom at Pool Building.
- Collected location data of the Mill Creek Detention Pond irrigation system for the City's mapping system.
- Completed repairs to bench at Community Center Park playground.
- Obtained more materials to repair and place a new bench at Neitling Park.
- Discovered bad irrigation valves at Pioneer and Neitling Parks. Dug up bad valves and replaced with new ones.
- Built testing device for irrigation valves and sprinklers.
- Mowed Wildlife Meadows and removed tree limb that had fallen.
- Ordered new locks for disc golf course equipment and installed where needed.
- Ordered new base piece for path light bollards for Santiam Park and repaired.
- Took Pioneer Park video surveillance unit to service shop to make adjustment.
- Trimmed shrubs and trees in Neitling Park.
- Removed downed branch at Pioneer Park.
- Regis sophomore class volunteered to spread bark dust at Santiam Park.
- Started spray applications at Riverfront Park for blackberry bushes.
- Assisted with removing overnight trespassers from Riverfront Park and along the river behind the water plant.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance