



AGENDA PARKS AND RECREATION BOARD

Tuesday, March 3, 2026

at 6:00 p.m.

Public Works / Planning Conference Room
311 N. Third Avenue
Stayton, Oregon 97383

MEETING INFORMATION

The Stayton Parks and Recreation Board will be meeting in-person at the above location, but the meeting can also be attended virtually. If you would like to virtually participate in the meeting, please contact Susan Bender at sbender@staytonoregon.gov to receive an invitation to the online meeting.

CALL TO ORDER 6:00 pm

1. PUBLIC COMMENT
2. PRESENTATIONS
3. MEETING MINUTES
 - a. Approval of February 3 minutes -**Attachment A**
4. REVIEW
 - a. Feb Parks Report – **Attachment B**
 - b. Feb Pool Report – **Attachment C**
 - c. Action List – **Attachment D**
 - d. Issues List – **Attachment E**
5. GENERAL BUSINESS
 - a. Possible use of Mill Creek Park: Car Show
 - b. Location of Table Tennis Pioneer Park equipment
6. OTHER BUSINESS
 - a. Member updates and questions
7. ADJOURN ... 7:00 pm
8. Next Meeting, April 7, 2026 @ 6pm

The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodation, contact the Public Works Department at (503) 769-2919.

ATTACHMENT A



CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

February 3, 2026
Public Works Conference Room

Present: AJ Westlund, Chair AJ
Nick Raba NR
Dan Brummer DB
Tricia Hafner TH
Nancy Morris NM
Marco Levario ML

Absent: No absents

Staff: Bob Parsons (BP), City of Stayton Parks; and Barry Buchanan (bb), Interim PW Director

Guest(s): Councilor Steve Sims (SS) (Council liaison)

CALL TO ORDER: AJ called the meeting to order at 6:00 pm.

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS: None

APPROVAL OF MINUTES: Approval of January 6, 2026, minutes.

- Emailed and review Jan 27, 2026, no comments,
Motion made by TH,
Seconded by NR, and
Approved 6-0.

GENERAL BUSINESS:

- Parks Report: January 2026 Parks report.
Emailed and reviewed Jan 27, 2026
Additional comments:
1. NR offered labor support for the replacement of the pea gravel with Engineered Wood Fiber (EWF) in Quail Run.
2. BP reported repairs have been made to the decks in the Quail Run park.

ATTACHMENT A

3. BP reported that the Ping Pong Table has been ordered by Carol Seben.
4. Some confusion existed over the procurement of the Corn-hole equipment as to how many units/sets (2 units per set) were being purchased, (confirmed as 1 set) and their location identified.
5. BP identified an alternative supplier that was a little more expensive but did not need onsite concrete work performed. bb to confirm the City would pick up the estimated \$300 overrun.
6. BP offered that once the set arrived, he could take off a template and reproduce a second third, forth set.

2. *Pool Report: January 2026 Pool report.*

- Emailed and reviewed Jan 27, 2026
- Additional comments:
 1. Parks Board appreciated the information breakdown
 2. Request that a pool representative attend the Board meeting (ML)
 3. The Board expressed string support for the Pools importance to the community and beyond
- *Issue – Action Lists:*
- The *Issues and Action list* methodology and forms were presented to the Parks and Recreation Board, and the Borad generally agreed their use. See issues list:
- Additional comments:
 1. None

LEVY DISCUSSION:

- SS provided an overview of the Parks and Pool Levy stakeholders' meeting from the previous week, inducing:
 - There would be only 1 ballet.
 - The request would be for an amount would be 99c or less.
 - Wilderness Park will not be included even though its effect was less than a few cents.
 - The Nov ballet lost by 14 points, hard road to recover.
 - If the May ballet fails:
 - the pool would likely close permanently.
 - Level of service to the park would be reduced significantly.
 - Park land may be sold
- The Board requested the presentations to the stakeholder group be circulated to the Parks and Rec. Board, bb action.
- The board discussed and conceptually agreed that:
 - Help was needed to educate the community and reduce non-factual information spread within the community
 - A 14pt loss was a lot, but it is not a large number due to the poor voter turnout, they believe the number could be overcome.
 - The Board asked, "what happened to the General Funds currently allocated to the Pool if the Levy fails. Can those funds be used for the Parks, and if so, what benefit does that provide, answer provided by bb:

ATTACHMENT A

- There is no confirmed use for those funds as it stands today, they would go back into the general fund and would be reallocated. That allocation could be towards the Parks. However, the parks require 60c/1000 \$AV to stay with the same level of service provided today, the Pools general fund allocation only equates to approximately 16c/1000 \$AV, a 44c/1000 \$Av shortfall.
- The pools benefactors who donate money to the pools are unlikely to allow or enable the pools money to be used on Parks.
- The revenue to the Pool would be lost with no patrons.

The Board discussed several ways to promote the Levy,

OTHER BUSINESS:

- Add ... planting of additional trees in parks as future holiday trees on next agenda.
- The cornhole play equipment will be located adjacent to the playground.

ADJOURN – The meeting was adjourned at 7:17 pm. The next meeting is scheduled for March 3rd, 2026 @ 6pm.

February 2026 Parks Operations Summary

Prepared by: Bob Parsons, Senior Parks Maintenance Operator

1 Overall Assessment

February was characterized by:

- Heavy herbicide and vegetation control efforts.
- Active playground refurbishment and recreational upgrades.
- Increased vandalism/security response.
- Equipment maintenance coordination.
- Continued progress on grant-funded park enhancements.

2 Routine Operations & Maintenance

- Daily morning rounds and restroom checks across all parks.
- Ongoing trash collection and debris removal (including riverfront and creek areas).
- Blowing and cleaning of parking lots, dog park, tennis courts, paths, and shelters.
- Restroom maintenance including plumbing repairs (Pioneer urinal flush failure and drain blockage).
- Security improvements (installation of security screws on electrical covers).

3 Grounds & Vegetation Management

- Extensive **Casaron herbicide applications** at Northslope, Community Center, Santiam, Pioneer/Neitling, and Westown Parks.
- Additional herbicide applications using mixed spray tank treatments.
- Bark dust ordered and deliveries scheduled.
- Trees ordered from Yarnell's.
- Stump grinder scheduled (03-02-26).
- Dog park and court areas maintained due to warm, dry weather.

4 Equipment & Fleet Management

- Multiple equipment shuttles to/from Hendricks for servicing (tractors, generator).
- Trailer lift gate repairs.
- Evaluation of dump trailer purchase.
- Tractor used for heavy waste removal at Riverfront Park.

5 Playground & Park Improvements

- Applied age-appropriate labeling at Quail Run playground.
- Coordinated maintenance and refurbishment of Quail Run play structures.
- Installed temporary fencing at Quail Run.
- Removed and prepared playground components for recoating.
- Ping pong table delivered and assembled at Pioneer Park.
- Picnic table refurbishing underway.
- Bench repairs (High Street and behind tennis courts).
- Memorial plaque reset and secured at Santiam Park shelter.

6 Grants, Procurement & Coordination

- Ongoing coordination regarding **Local Option Grant** for Pioneer Park furnishings and recreational enhancements.
- Vendor coordination for playground repairs and park furnishings.
- Meetings with others regarding Quail Run improvements.
- Materials ordered for table refurbishment and park fixtures.

7 Vandalism, Security & Public Interaction

- Minor vandalism at Quail Run (graffiti).
- Drug paraphernalia found in Pioneer restroom.
- Bike rack at Pioneer unbolted and resecured.
- Mini bike disturbances at Westown and Santiam Parks (advised police enforcement).
- Restroom flooding incident addressed during on-call response.
- Monitoring of transient activity in Pioneer parking lot.

8 Administrative & Interdepartmental Support

- Assisted Water Department with door hangers and shut-offs.
- Assisted Public Works with signage and miscellaneous tasks.
- Communication with staff regarding purchases and project scheduling.

February 2026 Pool Operations Summary

Prepared by: Emily Leabo, Aquatic Facility Manager

1 Facility Use & Programming

During the reporting period, the Stayton Pool provided:

- **164 hours** of public swim access
- **6 hours** of club swim team use
- **19 hours** of high school swim team use

This reflects strong facility utilization supporting community recreation, competitive athletics, and school programming.

2 Attendance & Participation Summary

Total Recorded Check-Ins (All Categories): 2,087

2.1 Public Drop-In Attendance: 356 individuals

- 258 Residents
- 93 Non-Residents
- 5 Free Pass Tokens

2.2 Pass & Membership Usage:

- Punch Card Check-Ins: 240
- Monthly Membership Check-Ins: 391
- Insurance Membership Check-Ins: 1,100

3 Observations

- Insurance-based memberships continue to represent the largest share of facility usage, accounting for over half of total check-ins.
- Resident participation remains strong relative to non-resident drop-in use.
- The facility continues to balance open public access with structured team programming.



ATTACHMENT D PARKS BOARD ACTION LIST ...

No.	Meeting Date:	Action Title:	Action Description:	Assigned to:	Due Date:	Complete Date.
1	Feb 3, 2026	Stakeholders Presentation	Circulation of the Pres. to Board Members	bb	ASAP	
2	Feb 3, 2026	Funds Commitment	Confirm funds from Friends of the Pool	NR	ASAP	
3	Feb 3, 2026	Library Strategy	Find out what strategies work for the Library Levy success	bb	ASAP	
4	Feb 3, 2026	Quail Run Media Change	Find volunteers to support fall material change	NR	Coord w/ BP	
5	Feb 3, 2026	Outreach	Contact Friends of ... Pool, Library, RDS	NR	ASAP	
6	Feb 3, 2026	Board Representation	Request to have a Pool representative attend Board mtgs	ML	ASAP	
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ATTACHMENT E PARKS BOARD ISSUES LIST ...

No.	Issue Description	Agreed Resolution	Impact: Time/\$:00/Other	Approved by:	Approval date:
1	Where to Locate Cornhole set #1?	Adjacent to Playground area	\$0:00	Board	Feb3, 2026
2	Will the City Support Cornhole Cost Overrun	Yes, but not required.	\$300:00	bb	Feb 7, 2026
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