



AGENDA
PARKS AND RECREATION BOARD
Tuesday, January 6, 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 Julia Hajduk at jhajduk@staytonoregon.gov to receive an invitation to the online meeting.

CALL TO ORDER

1. PUBLIC COMMENT

2. PRESENTATIONS

3. MEETING MINUTES

- a. Approval of November 4 minutes -**Attachment A**

4. GENERAL BUSINESS

- a. Review and acknowledge November& December Parks Report – **To be distributed at meeting**
- b. Review and acknowledge November and December Pool Report – **To be distributed at meeting**
- c. Discussion of Table Tennis (approved by Community Improvement Grant) location
- d. Levy update

5. OTHER BUSINESS

- a. Member updates and questions

6. ADJOURN – Next Meeting, February 3, 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.



CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

January 6, 2026
Public Works Conference Room

Present: AJ Westlund, Chair
Nick Raba
Dan Brummer
Tricia Hafner
Nancy Morris

Absent: Marco Levario

Staff: Julia Hajduk, City Manager; Bob Parsons, City of Stayton Parks; and Barry Buchanan, Interim PW Director

Guest(s): Steve Sims (Council liaison), Len Hays (City Councilor), Robert Murakami, Carol Sebens

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

COMMENTS FROM THE PUBLIC:
None

REVIEW AND APPROVAL OF MINUTES:

Approval of November, 2025 minutes. Motion made by Nick Raba, seconded by Dan Brummer.
Approved 5-0

GENERAL BUSINESS:

- a. Review and acknowledge November& December Parks Report - The Board reviewed the November and December Parks report. Bob also shared that, weather permitting, he would be removing rock at Quail Run in preparation for replacing with bark mulch. The board discussed that this might be a good opportunity to solicit volunteers.
- b. Review and acknowledge November and December Pool Report – The Board reviewed the November and December Pool report.
- c. Discussion of Table Tennis (approved by Community Improvement Grant) location – Julia reviewed that the Council approved a Community Improvement Grant

for a table tennis table and corn hole set contingent on Park Board review and input on the location. Carol Sebens attended, as the applicant, to explain the application and her thoughts on location. Discuss over the best location within Pioneer Park ensued. With Board members providing their input, the Board authorized AJ, Nick and Bob to select the best location.

d. Levy update.

Julia provided copy of presentation from the 12-17-25 stakeholder meeting for those who were not able to attend. She noted that a 2nd meeting is currently being scheduled and stressed the importance of the levy for park and pool funding. There was discussion of the levy.

OTHER BUSINESS:

- None provided

ADJOURN – The meeting was adjourned at 7:07 pm. The next meeting is scheduled for February 3, 2026 @ 6pm

November 2025 Parks Report

General Maintenance & Repairs:

- Responded to storm damage across multiple parks, including tree and limb removal at Wildlife Meadows, Quail Run, and Westtown Parks.
- Addressed vandalism in Pioneer Park restrooms, including extensive cleaning due to misuse (e.g., wet toilet paper incidents).
- Conducted restroom and garbage checks consistently throughout the month, including post-holiday and weekend follow-up.

Equipment & Facilities:

- Continued leaf removal operations across all major park sites with a focus on Westtown, Quail Run, Pioneer/Neitling, Community Center, Northslope, and Wildlife Meadows Parks.
- Installed leaf blower equipment on the John Deere 2320 and used blowers for multiple “harvests” of fall leaves across all park sites.
- Collaborated with Jerick and Public Works to prepare and blow out areas ahead of scheduled downtown street sweeping.
- Performed minor repairs at the Santiam Park gazebo and inspected equipment throughout several park sites.

Community & Special Projects:

- Partnered with the middle school to deliver collected leaves for use in their garden program.
- Participated in Halloween events—assisted with potluck and handed out candy to trick-or-treaters.
- Continued assembling and placing signage for disc golf and monitored shelter reservations and usage, including addressing concerns with overnight occupancy.

Training & Administrative Tasks:

- Colby and I completed the Certified Playground Safety Inspector (CPSI) course November 3–5.
- Submitted monthly reports and coordinated storm response and project planning with other departments.
- Held internal meetings to plan leaf and trail maintenance and participated in a grant-related trail discussion.
- Assisted Ian with parks furnishing inventory and other coordination items throughout the month.

Time Off & Personnel Updates:

- November 14: Leave time used (1 day)

- November 21–28: Vacation and holiday leave (including Thanksgiving holiday and floating holiday)

Weather-Related & Seasonal Actions:

- Early leaf drop this year led to an accelerated and intensive cleanup effort. Completed multiple “harvests” of leaves at key sites—most parks had at least two full rounds of cleanup.
- Thanks to full crew support, Westown, Quail Run, Pioneer/Neitling Parks were substantially cleared by November 20. Final efforts focused on Community Center, Santiam, and Dog Park.
- Monitored weather-related tree risks and made necessary trims at Community Center and other sites.

December 2025 Parks Report

General Maintenance & Repairs:

- Continued routine morning rounds, restroom checks, and garbage collection throughout the month, with attention to Pioneer, Community Center, and Dog Park facilities.
- Repaired and cleaned garbage chutes for Pioneer Park restrooms; ordered and began installing modifications for new through-wall trash doors.
- Completed mowing at Community Center, Santiam, and Quail Run Parks early in the month.
- Blew and cleared debris from tennis/pickleball courts and nearby leaf piles throughout several parks and parking lots.
- Filled potholes along Florence Street near the trailhead.
- Cleaned up after overnight windstorms in Wildlife Meadows and other areas, addressing tree limbs and debris blocking sidewalks and roadways.
- Performed miscellaneous repairs and cleaning, including equipment maintenance and mower cleanup.

Equipment & Facilities:

- Renewed Oregon pesticide applicator license in early December.
- Cleaned, maintained, and organized equipment and shop areas ahead of winter downtime.
- Worked with Columbia Cascade Recreation to inspect Quail Run Park equipment and assess safety; findings showed only minor blemishes, no hazards.
- Began planning and parts procurement for restroom improvements and other winter projects.

Community & Special Projects:

- Assisted City Hall and Library with event setup, including support for Storytime and tree lighting ceremony.
- Participated in setup and logistics for the City's holiday tree lighting at Community Center Park.
- Collaborated with Cascade Playground representative and internal team (Ian, Colby) to inspect existing components at Quail Run and Santiam Parks for future maintenance or upgrades.

Training & Administrative Tasks:

- Completed internal reports and documentation following events and maintenance work.
- Coordinated with City Hall on holiday event cleanup and miscellaneous city facility needs.
- Engaged in vendor communications for replacement parts and equipment upgrades.

Time Off & Personnel Updates:

- Vacation Leave used:
 - December 8 (1 day)
 - December 18 through end of month (balance of time using accrued vacation and comp time)

- Personal time off also included medical procedures for self and spouse.
- Reduced staffing periods were covered with coordinated duties among remaining team members.

Weather-Related & Seasonal Actions:

- Monitored and responded to high water conditions from heavy rains early in the month.
- Managed post-storm debris cleanup, especially around Deer Avenue and Tenth Street.
- Assessed Pioneer and other parks for damage and tree hazards following storm events.
- Supported holiday-themed events and coordinated safe cleanup and storage of decorations and equipment.

November and December 2025 Pool report

Total Patrons in **November**: 1,375

Drop in- 219 people

Resident 154 non-resident- 56 free pass tokens- 9

Punch Card- 165 Check ins

Monthly membership- 240 Check ins

Insurance Membership- 751 Check ins

Total Patrons in **December**: 1,939

Drop in- 313 people

Resident 238 non-resident- 75

Punch Card- 172 Check ins

Monthly membership- 346 Check ins

Insurance Membership- 870 Check ins

