



CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

June 3, 2025

Public Works Conference Room

Present: AJ Westlund, Chair
Tricia Hafner
Marco Levario
Dan Brummer
Nick Raba

Absent: Pam Pugsley and Jared Burns

Staff: Julia Hajduk, City Manager, Bob Parsons, City of Stayton

Guest(s): City Councilor Steve Sims as Parks Board liaison

CALL TO ORDER: Chair Westlund called the meeting to order at 6:04 pm.

PRESENTATIONS / COMMENTS FROM THE PUBLIC:

None

REVIEW AND APPROVAL OF MINUTES:

Minutes of May 6, 2025 approved. Motion made by Mr. Brummer, seconded by Mr. Raba and approved 4 to 0.

Follow-up questions from Minutes: none

GENERAL BUSINESS:

- a. Review and acknowledge May Parks Report – The board members reviewed and acknowledged the Parks Report
- b. Review and acknowledge May Pool Report – Julia noted that there was not yet a pool report and she would work with staff to get information for the Board going forward.
- c. Update on hiking readiness classes – Julia handed out the flyers for the upcoming classes and asked everyone to help share the information. There was discussion among the group of where flyers could be shared.

- d. Receive update on walk guide proposal – No update this week. Will be carried forward.
- e. Discussion of donated structures policy – Julia shared about the assessment form and asked for input. Parks Board members will use the form to assess the donated items in parks and will get their assessment to Julia who will compile information for the next meeting.

She also shared a draft policy for existing donated items and going forward.

There was discussion of what will happen next after the assessments. Staff will try to provide cost estimates and come with some possible recommendations. There will be more discussion of policies and next steps after the assessments are completed.

- f. Update from Nick Raba on disc golf signs - It was decided this topic is related to the donated structures policy and was therefor covered in that discussion.
- g. Review Adopt a Park policies and suggest modifications - The Board discussed the existing policies and generally agreed that more structure was needed. There was discussion of not allowing the adoption to be on-going and limiting it to one year at a time. The Board agreed that reports were needed to document what was done. The group also discussed expectations of park adopters. They thought twice a month general clean up was appropriate but also wanted to add an expectation of quarterly “deep cleans” as well as helping clean up after storms. The Board agreed that the focus should be on clean up and that anything that would require tools to do should go to the Parks Board for approval to determine if it was a good, sustainable project.

The Board asked Julia to look at policies from other jurisdictions.

- h. Review of street trees and tree removal policies status – The Board discussed the materials in the packet. After much discussion, it was determined that the Board does want to be involved in the discussion of trees as appropriate, but changes to the code are not needed. Julia will make it clear to PW staff the expectation that trees removed within parks should generally be replaced within the park, noting however, that they can be in a different location.

OTHER BUSINESS:

Mr. Brummer asked if there should be a general policy to shoot for all walkways and paths to be ADA accessible and questioned if we should work to ensure the Riverfront park path was ADA accessible. It was decided this would be added to the agenda for the next meeting.

ADJOURN – The meeting was adjourned at 7:00 pm. The next meeting is scheduled for July 1, 2025 @ 6pm