



AGENDA

PARKS AND RECREATION BOARD

Tuesday, March 4, 2025 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 December 3, 2024, January 7, 2025, and February 4, 2025 Minutes - **Attachment A** (note: approval of minutes does not require that members voting to approve were in attendance).

4. GENERAL BUSINESS

- a. **Welcome new Board members!**
- b. Review and Approve January Parks Report – To be distributed at meeting
- c. Park Assessments:
 - i. Review of park assessments to date – **Attachment B**
 - ii. Share observations for Westtown Park and Community Center Park.
 - iii. Provide recommendations for prioritization for budget process
- d. Receive update on walk guide proposal
- e. Select proposed dates for hiking readiness class(es)
- f. Amendments to include Pool in the Parks and Rec Board's purview **Attachment C**
- g. Follow up on status of adopt a park (Lions at Pioneer and Moms club at Northslope)

5. OTHER BUSINESS

- a. Member updates and questions

6. ADJOURN – Next Meeting, April 1, 2025 @ 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

December 3, 2024
Public Works Conference Room

ROLL CALL

Present: AJ Westlund -Chair
Pam Pugsley
Dan Brummer
Richard Lewis
Tricia Hafner
Nick Raba

Absent: None

Staff: Julia Hajduk, City Manager
Windy Cudd, Office Specialist

Guest(s): Bob Parsons, City of Stayton

CALL TO ORDER: Chair Westlund called the meeting to order at 5:59pm.

PRESENTATIONS / COMMENTS FROM THE PUBLIC: None

REVIEW AND APPROVAL OF MINUTES:

November 2024 minutes were approved 5:0; Raba abstained

GENERAL BUSINESS:

- a. Reviewed and Approved the November Parks Report
- b. Parks Board members discussed observations/recommendations of Quail Run Park assessment. For the most part, there were few comments other than that the park looked in very good condition. There was a recommendation that trees be re-planted in the vicinity of trees recently removed. There was also discussion of changing the road out in the playground area for bark chips that would be less hot on the feet.

- c. Julia Hajduk indicated she did not have an update on the park signage RFP. Dan Brummer shared his ideas for signage.
- d. Hajduk provided an update on several new park projects:
 - i. Riverfront Park South – She noted that the project was out for bid with the bid closing on December 5th
 - ii. Mill Creek Park – She reminded the board about the grant that was awarded but indicated no action had been take to date.
 - iii. Winter wonderland light display – She shared the City’s plans for the tree lighting
- e. The Board selected Santiam Park as the next park for Board member focus

2. OTHER BUSINESS

- a. It was noted that Board Member Richard Lewis’ last meeting was that evening. Julia shared with the board that the Planning Commission meeting on 12/30 would be his last as a volunteer for the City and invited Board members to attend
- b. There was a question about following up from the public comments raised at the last meeting regarding Riverfront Park and view of the river. After discussion, Julia stated she would share the conservation easement agreement with the Board so they were aware of the restrictions and opportunities.

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



CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

January 7, 2025
Public Works Conference Room

ROLL CALL

Present: AJ Westlund -Chair
Dan Brummer
Nick Raba

Absent: Tricia Hafner; Pam Pugsley

NOTE: Due to lack of a quorum, the committee members met but were not able to take action

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

Guest(s): None

CALL TO ORDER: Chair Westlund called the meeting to order at 6:03pm.

PRESENTATIONS / COMMENTS FROM THE PUBLIC:

Mr. Raba shared comments he received from parents at Santiam Park when he went there. He said everyone says everything is great!

Mr. Parsons provided an update on trees in the parking strip adjacent to Santiam Park. He indicated they will be removed as that are getting too big and causing damage and the plan is to replant trees within the park itself.

REVIEW AND APPROVAL OF MINUTES:

December 2024 minutes were carried forward to the next meeting due to lack of a quorum

GENERAL BUSINESS:

- a. **Review and Approve December Parks Report** – Mr. Parsons provided a verbal report at the meeting. Among the updates, he mentioned the triple slide at the Community Center Park has a crack in it and will either need to be replaced or flipped over to become a “climber”

- b. **Parks Board members report observations/recommendations of Santiam Park assessment**
 - i. Sidewalks adjacent to the park is a trip hazard (next to fence)
 - ii. Gazebo supported are being replaced as time and cost allows. The potential for considering changing the supports long term was discussed.
 - iii. The trash can wood frame is busted up
- c. **Discussion of walk Guide proposal and class suggestions proposed by Brummer – Attachment B** – This will be carried forward to the next meeting where more members could participate in the conversation. Prior to the next meeting, Mr. Brummer agreed to print up the narrative to share out. There was discussion about recording the narrative for people to access via QR code on the signage being discussed.
- d. **Review Riverfront Park south parking lot design plans** – Ms. Hajduk shared the plans from the bid documents for the parking lot. There was discussion about a desire to provide more access and amenities and to be more inviting.

2. OTHER BUSINESS

- a. None

- 3. ADJOURN** – The meeting was adjourned at 7:00pm. The next meeting is scheduled for February 4, 2025 @ 6pm



CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

February 4, 2025
Public Works Conference Room

ROLL CALL

Present: Pam Pugsley
Dan Brummer
Nick Raba

Absent: AJ Westlund -Chair

NOTE: Due to lack of a quorum, the committee members met but were not able to take action

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

Guest(s): City Councilor Steve Sims as Parks Board liaison, Tricia Hafner (note: term expired and application for re-appointment has not been processed yet); Denise Bush, Marco Levario, Mike Weatherland

CALL TO ORDER: Pam Pugsley called the meeting to order at 6 pm.

PRESENTATIONS / COMMENTS FROM THE PUBLIC:

None; however the guests provided comments throughout the meeting

REVIEW AND APPROVAL OF MINUTES:

Minutes of December 3, 2024 and January 7, 2025 will be carried forward to the next meeting due to lack of a quorum

GENERAL BUSINESS:

- a. **Review and Approve December Parks Report** - Bob Parsons provided a highlevel summary of work over the last month. He noted that equipment was in for seasonal maintenance, he has been refurbishing tables from Pioneer Park and he is trying to get items in shape for the Spring. There was a question from a Board member about the Disk Golf Course and whether we are making headway on getting it fixed up. He stated, yes as time permits. He also gave updates on the slides that have damage and the replacement costs.

- b. **Park Assessments** – Board member Raba shared observations of Northslope Park. He noted the slide was closed off (due to damage mentioned previously by Bob) and a basketball net that needs to be replaced.

Julia shared the matrix created with the assessments to date and the plan to bring the full list of projects for prioritization and recommendations for the Budget Committee at an upcoming meeting. The Board discussed how they would proceed with the remaining assessment in time to provide recommendations on the budget. They discussed looking at Community Center Park and Westtown Park prior to the next meeting. Riverfront Park will be park of their primary focus and is primarily trails so they did not feel the need to do the assessment, but action items related to Riverfront will be included in the recommendations.

- c. **Discussion of walk Guide proposal and class suggestions proposed by Brummer** – Member Brummer shared his thoughts and ideas for a walking tour and the narratives that had been prepared (and included in the packet). The Board members agreed this sounded like a great start and discussed having QR codes for the parks for audio files. They also suggested having QR codes for people to be able to provide comments on necessary improvements to amenities within the park facilities.

Member Brummer shared his thoughts and ideas for a class to help people plan for and get ready for the outdoors. The Board members present thought planning an event for May, and perhaps planning it to be held at a park facility would be a good idea.

- d. **Review of street trees and tree removal policies**-Julia presented this topic and it was decided to carry it forward to the next meeting for more members to have the opportunity to chime in.

2. OTHER BUSINESS

- a. Julia provided an update on PW Director posting and informed the Board that Windy Cudd had resigned.
- b. Julia shared that the Council was interested in adding the Pool under their purview and that we would plan to discuss this in greater detail at the next meeting as we need to look at the code section that establishes the Parks and Rec Board. We will want to discuss amendments and include staff from the pool into the meeting agendas and conversation.
- c. Julia provided information on the initial discussion on the Park and Pool levy that was discussed with Council at the work session on 2-4-25. She noted that the initial recommendation from staff is that the park portion would need to increase from \$0.25 per \$1000 in assessed value to \$0.45. She noted that it was ultimately Council decision on what to put forward on the ballot and that they would be discussing this further in the next week or so.

- d. There was discussion of the status of parks that had been “adopted” and whether work was being done. Julia indicated she would look into that status and agreement and provide a follow-up for the Board.
3. **ADJOURN** – The meeting was adjourned at 7:05pm. The next meeting is scheduled for March 4, 2025 @ 6pm



CITY OF STAYTON
M E M O R A N D U M

TO: Stayton Parks Board
FROM: Julia Hajduk, City Manager
DATE: March 4, 2025
SUBJECT: Park Assessments

Over the past several months, the Parks Board members have been evaluating parks and identifying needs and potential future projects. Through the course of this effort, many projects are already on the radar of Bob Parsons and have been either addressed or will be in the near future. Others, however, may require funding to be budgeted and/or prioritization. The goal is to develop a list of potential projects that can be considered in the budget development.

Attached is the list of items that has been identified to date in addition to some additional items identified by Parks Staff (those are highlighted in gray)

Action requested from the Board:

- ☐ Review the observations for Westtown Park and Community Center Park
- ☐ Review all and provide recommendations and prioritization for budget consideration

Attachments:

1. Preliminary Parks Board project recommendations for 25-27 budget-2-26-25

Parks Board identified projects for budget considerations					
Pioneer Park	easy fix/fixed?	Need to include in budget	Estimated cost	Priority	Good volunteer project?
Prune cherry trees	X				
Add sand to horseshoe pits	X				X
Disk golf signs	easy but need to connect with sign maker that made original signs		\$300.00		
Rotten wood bench	X				
Upgrade picnic tables	X				
Level CC playground area	??				
playground stones	??				
Pioneer Park Restrooms repair partitions that are coming unscrewed and tissue holder on mens side.	X				
Pioneer Park outside repairs to gutters possibly repainting of outside.	X				X
Finish decking and replacing rotten boards on Jordan Covered Bridge.	X				
Add concrete pad and picnic table in the future.		X	\$2,500		
Construct concrete paths from Pioneer bridge loop path to the shelter and the first table pad on the east side of the path for ADA purposes.		X	need estimate		
Quail Run Park					
Removal of pea gravel at Quail Run Playground area. And replace with certified wood chips.			\$3,000+ cost for removal and reuse of pea gravel		X
Replace Basketball nets	X				
Smooth out park strip where trees were removed at Quail Run & where Maple was removed at Westown Park.	X				
Plant trees to replace trees removed (about 10 trees)			\$2,500		X
Santiam Park					
Gazebo supported are being replaced as time and cost allows. The potential for considering changing the supports long term was discussed.			\$30,000		
The trash can wood frame is busted up	easy fix but working on better long term fixes	X	\$400/can		

Santiam Park Cottonwood tree removal north side of property along path to fence. Repair asphalt where roots have made path uneven and trip hazards.			\$4500 tree removal + \$7000 trail fix		
Westtown Park					
Replace Basketball nets					
Northslope					
Slide needs to be fixed		X	>\$3,000		
basketball court needs new netting	X				
Lots of plant debris needs to be cleaned up	X				X
Community Center Park					
Broken slide (per Bob and inspection) requires replacement or reconfiguration/flip slide		X	\$7000 to replace		
Trim bushes around community center Park, Pool & Library.	X				X
Plant trees to replace trees removed	X				X
Replace Basketball nets	X				
Riverfront Park					
Provide increased signage			\$2000 (\$500 for kiosk sign + \$1500 for signage)		
Provide QR codes with audio files of tours					
Dog Park					
Back drag corners at Dog Park. Add chips if needed. Leave benches in present location.			\$2,000		
Other items we are looking at to help do "more for less"					
Stump grinder for Kubota			\$8,000		
Truck mounted leaf vacume			\$13,000		
Rotary broom for Kubota tractor			\$8,500		
Stand on mower			\$13,500		



CITY OF STAYTON
M E M O R A N D U M

TO: Stayton Parks Board
FROM: Julia Hajduk, City Manager
DATE: March 4, 2025
SUBJECT: Modifications to Code related to Parks Board

At the last meeting, it was mentioned Council asked staff to look at including the Stayton Memorial Pool in the purview of the Parks and Recreation Board. Attached are draft amendments the Municipal Code to both reflect the addition of the pool as well as some proposed clean up to reflect how the Board is currently functioning. I welcome your input and recommendation on these amendments. With the Parks Board recommendation, I will bring this to Council for their consideration for adption.

Action requested from the Board:

- ☐ Review and provide recommendation on draft changes to the Municipal Code.

Attachments:

1. Draft changes to Municipal Code Chapter 2.28

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.28

PARK AND RECREATION BOARD

SECTIONS

2.28.710	Created
2.28.720	Appointment: Terms of Office
2.28.730	Filling of Vacancies
2.28.735	Compensation and Records
2.28.740	Meetings
2.28.750	Organization
2.28.760	Duties of Officers
2.28.770	Functions and Responsibilities

2.28.710 CREATED

For the purpose of maintaining and developing the parks and recreation programs, to advise the city council in such matters, there is created a board of seven (7) people known as the Park and Recreation Board. (Ord. 592, section 1, 1983; Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)

2.28.720 APPOINTMENT: TERMS OF OFFICE

The Park and Recreation Board shall consist of seven (7) members appointed at large within city boundaries. Members shall be appointed in accordance with the City of Stayton Rules of Council to serve two-year terms and may be appointed for any number of terms. Appointments shall be made at the first regularly scheduled city council meeting each year. ~~The mayor will appoint three people to two-year terms and two people to one-year terms; thereafter appointments shall be made as terms expire. The initial appointees shall serve terms expiring December 31, 1984 and 1985, respectively.~~ (Ord. 592, section 2, 1983; Ord. 784, May 18, 1998; Ord. 827, April 16, 2001; Ord. 853, September 2, 2003; Ord. 860, March 15, 2004)

2.28.730 FILLING OF VACANCIES

Appointments to fill (Board member) vacancies shall be for the remainder of the unexpired term. A Board member may be removed by the Mayor for misconduct or nonperformance of duty. A Board member who is absent for three (3) consecutive meetings without an excuse approved by the Park and Recreation Board shall be presumed to be in nonperformance of duty and the Mayor ~~shall~~ may declare the position vacant. Recommendations for misconduct or nonperformance of duty shall be made in writing from the Park and Recreation Board Chair to the Mayor, City Council, and Public Works Director. (Ord. 592, section 3, 1983; Ord. 860, March 15, 2004)

TITLE 2. ADMINISTRATION AND PERSONNEL

2.28.735 COMPENSATION AND RECORDS

The members of the Park and Recreation Board shall serve without pay. (Ord. 860, March 15, 2004)

2.28.740 MEETINGS

1. The Park and Recreation Board shall meet at least once a month on a day determined by the Park and Recreation Board with notification of the scheduled meeting date to be provided to the City Council and public by January 31st of each year. Emergency meetings may be called by the Chair person, provided at least seventy two (72) hours notice is given to the Public Works Director and each member of the Park and Recreation Board. (Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)
2. A majority of the members of the Park and Recreation Board shall constitute a quorum. (Ord. 592, section 4, 1983; Ord. 860, March 15, 2004)
3. All meetings of the Park and Recreation Board shall be open to the public and subject to Oregon's Open Meeting Law (ORS 192.610 to 192.690). (Ord. 592, section 4, 1983; Ord. 827, April 16, 2001; Ord. 874, section 5, 2004)

2.28.750 ORGANIZATION

The Park and Recreation Board shall elect a Chairperson and Vice Chairperson at its first meeting of each year. The meeting shall be staffed, as appropriate, by City staff to ensure meetings are conducted in accordance with the applicable laws and to serve as a resource to the Board. ~~The Chairperson shall appoint a Secretary of the Board at this meeting.~~ (Ord. 592, section 5, 1983; Ord. 860, March 15, 2004)

2.28.760 DUTIES OF OFFICERS

The duties of the officers of the Park and Recreation Board shall be as follows:

1. Chairperson
 - a. Preside at all meetings of the Park and Recreation Board;
 - b. Call meetings of the Park and Recreation Board in accordance with the bylaws and rules;
 - c. Sign correspondence of the Park and Recreation Board.
2. Vice Chairperson. During the absence of the Chairperson the Vice Chairperson shall perform all of the duties of the Chairperson.

TITLE 2. ADMINISTRATION AND PERSONNEL

3. ~~Secretary. The Secretary or designee shall maintain a record of all proceedings of the Board. (Ord. 592, section 6, 1983; Ord. 860, March 15, 2004)~~

2.28.770

FUNCTIONS AND RESPONSIBILITIES

1. General Functions of the Park and Recreation Board

- a. To provide advice to the City Council about major programs, activities and policies related to parks, the Stayton Memorial Pool and recreational activities in the community;
- ~~a.b.~~ To provide input and recommendations on projects and programs that engage the public and enhance parks, pool and recreation opportunities;
- ~~b.c.~~ To provide input and recommendations to the Park and Recreation Plan;
- ~~e.~~ ~~To provide input and recommendations to meet objectives outlined in the Park and Recreation Plan;~~
- ~~d.~~ ~~To keep public officials informed of the status and progress of recreation services;~~
- d. To offer input on financial planning related to parks, pool and recreation
- ~~e.~~ ~~To recommend a sound fiscal plan to achieve park and recreation goals;~~
- e. To recommend an adequate system of park and recreation areas and facilities;
- f. To provide input and recommendations on pool facility improvements, priorities and modifications; and
- g. To actively participate in and support programs and initiatives that enhance community engagement and park improvements~~To provide recommendation for cost effective general operations;~~

2. Specific responsibilities and duties of the board:

- a. Act in an advisory capacity to the City Council, City ~~Administrator~~Manager, and Public Works Director;
- b. Recommend park, pool and recreation service policies to the City Council;
- c. Recommend and advise the City Council on problems of recreational services, facilities, and program issues;
- d. ~~Advise the City Council on the development and maintenance of trails, bikeways and pedestrian ways within the city's parks;~~
- e. Aid in coordinating the parks and recreation services with the programs of other governmental agencies and voluntary organizations;
- f. Review the effectiveness of the parks, pool and recreation program

2.28 Park and Recreation Board

Revised December 06, 2004

Page 3 of 3

TITLE 2. ADMINISTRATION AND PERSONNEL
with the Public Works Director or the City ~~Administrator~~Manager;

- g. ~~Interpret the policies and functions of the parks and recreation programs to the public~~Serve as an ambassador for the parks, pool and recreation by sharing information and engaging the public and sharing information received from the public with staff and the Coun ;
- h. Aid in the recruiting and coordinating of volunteers for all park and recreation issues, and;
- i. Review draft Park and Recreation Budget prepared by the Public Works Director prior to submittal to the Stayton Budget Committee. (Ord.725, '1, December, 1993; Ord. 860, March 15, 2004)