



AGENDA
PARKS AND RECREATION BOARD
Tuesday, April 7, 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. Mar Parks Report – **Attachment B**
- b. Mar Pool Report – **Attachment C**
- c. Action List – **Attachment D**
- d. Issues List – **Attachment E**

5. GENERAL BUSINESS

- a. Review Parks Boards - Roles, Responsibilities, and Authority
- b. Initiate/Prepare/Agree Parks Board – Vision, Mission, Goals, 1, 2, 5-year plan
- c. Encourage members to visit parks and be aware of walking guides
- d. Acquaint members with E. Lau Publications for historical background
- e. Review mistakes of the past
- f. Consider a recreational section on the city website

6. OTHER BUSINESS

- a. Member updates and questions

7. ADJOURN ... 7:00 pm

8. Next Meeting, May 5, 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 Council–Appointed Parks & Recreation Board

1 Role → Responsibilities → Authorities → Governance

The Parks and Recreation Board provides informed, community-based recommendations to the City Council to support the planning, funding, and stewardship of safe, accessible, and sustainable parks and recreation services.

- **Role:** Advise and represent the community
- **Responsibilities:** Review, recommend, communicate, and advocate
- **Authority:** Advisory only—no operational or financial control

Governance Principles ... to function effectively, the Board should operate under:

- Clear alignment with Council priorities
- Respect for staff roles and professional expertise
- Focus on policy, strategy, and outcomes—not operations
- Evidence-based recommendations (data, LoS, risk, asset condition)
- Transparency and public accountability

2 Role (Why the Board Exists)

The Parks and Recreation Board serves as an **advisory body to the City Council**, providing informed, community-based input on the planning, development, operation, and stewardship of parks, recreational programs, and related facilities (e.g., pool, open space, trails).

Core Role Statement:

To represent community interests and provide recommendations that support safe, accessible, sustainable, and well-managed parks and recreation services.

3 Responsibilities (What the Board Does)

3.1 Strategic & Planning Responsibilities

- Review and recommend:
 - Parks & Recreation Master Plans
 - Capital Improvement Plans (CIP)/Capital Expenditure Plan (CapEx) and Operational Optimization Plan (OpEx) related to parks and pool facilities
 - Long-term asset management strategies (aligned with Risk prioritization, LoS and 3CE, SEE+O&M principles)
- Provide input on:
 - Future park acquisition, development, and upgrades
 - Recreational program priorities and community needs

3.2 Advisory to Council

- Make formal recommendations to the City Council on:
 - Policies affecting parks and recreation services
 - Prioritization of capital projects and funding needs

- Fee structures (e.g., pool use, facility rentals)
- Serve as a sounding board for Council on emerging issues

3.3 Community Liaison

- Act as a **two-way communication bridge** between:
 - The community
 - City staff and Council
- Gather and reflect community values, concerns, and expectations
- Promote transparency and public understanding of parks initiatives

3.4 Oversight & Performance Awareness (Non-Operational)

- Monitor (not manage) system performance, including:
 - Levels of Service (LoS)
 - Asset state and major risks (e.g., aging pool systems, safety issues)
- Review reports from staff on:
 - Operations and maintenance activities
 - Program participation and outcomes
- Support a “**No Shame – No Blame**” culture of continuous improvement

3.5 Advocacy & Stewardship

- Advocate for:
 - Sustainable funding and investment in parks and recreation
 - Protection and enhancement of community assets
- Encourage volunteerism, partnerships, and community involvement

4 Authority (What the Board Can and Cannot Do)

4.1 Authority Granted

The Board’s authority is **advisory only**, unless explicitly expanded by ordinance or resolution.

Typically authorized to:

- Make recommendations to City Council
- Review plans, policies, and budgets related to parks and recreation
- Request information and reports from staff through proper channels
- Conduct public meetings and gather community input

4.2 Limitations (Critical Clarity)

The Board **does NOT have authority to:**

- Direct or supervise City staff
- Commit or expend City funds
- Approve contracts or capital projects
- Establish binding policy (this rests with Council)
- Intervene in day-to-day operations or maintenance activities

4.3 Relationship with Staff

- Staff (e.g., Public Works, Parks, Pool Operations) are responsible for:
 - Implementation
 - Operations
 - Technical analysis
- The Board:
 - Reviews and advises
 - Does not manage or direct staff

5 Governance Principles

To function effectively, the Board should operate under:

- **Clear alignment with Council priorities**
- **Respect for staff roles and professional expertise**
- **Focus on policy, strategy, and outcomes—not operations**
- **Evidence-based recommendations** (data, LoS, risk, asset state (3CE))
- **Transparency and public accountability**

1 Vision → Mission → Goals → Objectives

- **Vision** = Where we want to be - Destination
- **Mission** = Why we exist and what we do now - Purpose
- **Goals** = What we must achieve to get there - Priority
- **Objectives** = How we deliver it - Actions

2 Vision

The **Vision** defines *what the Board aspires to become in the future*. It is a forward-looking statement of success.

- Future-focused
- Inspirational and directional
- Sets the long-term destination

Example:

“To create vibrant, inclusive parks and aquatic spaces that enhance quality of life and serve as valued community destinations.”

3 Mission

The **Mission** defines *why the Board exists today*. It describes the core purpose, who you serve, and what you do.

- Present-focused
- Practical and operational
- Anchors day-to-day decisions

Example:

“Provide safe, accessible, and well-maintained parks and aquatic facilities that support recreation, health, and community wellbeing.”

4 Goals

Goals are broad outcomes that move you toward the Vision. They translate Mission and Vision into key areas of focus.

- Mid- to long-term
- Qualitative (sometimes semi-quantitative)
- Strategic in nature

Example:

- Improve safety and accessibility across all parks and pool facilities
- Enhance community use and participation in recreational programs
- Extend the useful life and performance of park and pool assets

- Improve operational efficiency and sustainability of facilities

5 Objectives

Objectives are **specific, measurable actions or targets** that achieve the Goals.

- Short- to medium-term
- Quantifiable and time-bound
- Directly actionable

Example:

- Replace or refurbish 100% of non-compliant ADA park features within 3 years
- Reduce pool downtime due to mechanical failures to less than 2% annually
- Increase participation in pool programs by 15% over 2 years
- Complete condition assessments (3CE) for all park assets by end of FY2027
- Reduce annual maintenance response time for park repairs to under 48 hours



MINUTES
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 Minutes

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.

Present: AJ Westland, Chair AJ
Nick Raba NR
Dan Brummer DB
Nancy Morris NM
Marco Levario ML

Absent: Tricia Hafner TH

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

Council Rep. Steve Sims (SS), Council Liaison

CALL TO ORDER 6:00 pm

1. PUBLIC COMMENT - None

2. PRESENTATIONS - None

3. MEETING MINUTES

- a. E-mailed and Reviews, no comments
- b. Motioned to accept by NR
- c. Second by NM
- d. Minutes Approved (4-0)

4. REVIEW

- a. Feb Parks Report – **Attachment B – no comments**
- b. Feb Pool Report – **Attachment C**
 - i. **Question re use of insurance fee collection**
 - ii. **bb to confirm with James Brand How and what insurance fees are collected**
- c. Action List – **Attachment D – reviewed as attached**
- d. Issues List – **Attachment E – reviewed as attached**

5. GENERAL BUSINESS

- a. Possible use of Mill Creek Park: Car Show
 - a. Board wishes to know who was asking.
 - b. Why Mill Creek rather than downtown, Community Park or Pioneer Park.
 - c. Recommendation to contact Russ Auto and discuss historic shows.
- b. Location of Table Tennis Pioneer Park equipment
 - a. BP recommended an alternate location due to the nature of the table, visibility for security, access for use.
 - b. General discussion indicated the Board preferred the table be sited as originally agreed on the old swing ball pad.
 - c. Board to vote and AJ to advise bb of recommendation result.

6. OTHER BUSINESS - Additional Items Added:

- a. Quali Run Park:
 - a. Staff have removed damaged play equipment for repair and re coating
 - b. Gravel will remain in use for the time being
 - c. Staff will rake existing material to provide the best fall protection the gravel can currently provide
 - d. Staff will evaluate priority across all parks for fall protection
 - e. Close play structure fence to be removed and stored once equipment returned and gravel raked ... within the month.
- b. Fund-raising Ideas:
 - a. Increase usage fees at pool
 - b. Inviting businesses to buy sponsorships
 - c. Movie nights in parks and pool
 - d. Mini race/triathlon events
 - e. Improve snack and merch bar at pool
 - f. Hold yearly, twice yearly, quarterly fund-raising events
- c. New Member of the Board:
 - a. Nominations have been received by the Board and Council recommended the addition of Robert Murakami.
- d. Board Roles, Responsibility, Authority:
 - a. bb apologized for inferring at the previous meeting that the Board had the responsibility to physically act as protagonists for the Levy and suggested the Board should clearly understand its role, responsibilities and authority. In fact, the Board cannot do this. bb undertook to provide a guidance document to explain Roles, Responsibilities and authorities.
 - b. In addition, to introduce at the next meeting concepts around Vision, Mission, Goals, and Objectives.
- e. SS asked how current of the Parks Master Plan is?
 - a. 2005 ... by code it is meant to be updated every 5 years.
- f. What is the plan for the next update?
 - a. Currently we are formulating new Asset Management Plans (AMP) to work in place of System Master plans. To date we have established a new Asset Register, undertaken a preliminary State of the Asset review, and initiated prioritization Risk Register.
- g. The Parks and Pool Levy:

- a. What is the Pool occupancy rate when open? i.e. what is the Pool capacity and what percentage of that capacity is used on average when open?
- b. NR has taken the lead with respect to citizen involvement and promoting the levy support actions
- c. See Action list for further information.

7. ADJOURN ... 7:15 pm

8. Next Meeting set for, April 7, 2026 @ 6pm

March 2026 Parks Operations Summary

Prepared by: Bob Parsons, Senior Parks Maintenance Operator

1 Overall Assessment

March reflects a **transition into active spring operations**, characterized by:

- Shift from winter maintenance to **full grounds maintenance (mowing, bark, stump removal)**
- Continued **asset refurbishment and park improvements**
- Increased **public use impacts requiring cleanup and enforcement coordination**
- Strong integration of parks operations with broader Public Works activities.

2 Routine Operations & Maintenance

- Daily rounds, restroom inspections, and citywide garbage collection continued.
- Ongoing cleanup of weekend debris and monitoring of contractor restroom cleaning quality.
- Support provided to other departments (water door hangers, planning sign fabrication).
- Equipment maintenance activities included backhoe work and fueling/handling of mowers.

3 Grounds Maintenance & Seasonal Transition

- Stump grinding and site preparation at pool parking lot and other locations.
- Bark dust placement at Community Center and library areas (with scout group assistance planned).
- Seasonal mowing program initiated, covering:
 - Community Center Park
 - Pioneer/Neitling Parks
 - Westown, Quail Run, Northslope, Santiam
 - MCDP and Wildlife Meadows
- Continued blowing/cleaning of dog park and public areas.

4 Park Improvements & Asset Refurbishment

- Completed **picnic table refurbishment** and reinstallation at Quail Run.
- Installed **table tennis (ping pong) equipment** at Pioneer Park in a more visible, secure location.

- Constructed **land use hearing sign frames** for Planning Department.
- Initiated bench and playground repairs, including:
 - Removal of damaged bench and swing (Pioneer)
 - Procurement of replacement playground components (Northslope slide, Pioneer spring rider)
- Ongoing coordination for recoating Quail Run playground equipment.

5 Equipment, Materials & Procurement

- Stump grinder rental and operational support.
- Procurement of bark dust, sign materials, and playground components.
- Coordination with vendors and contractors (e.g., Wade Starbuck, playground reps).
- Disposal of tires and handling of miscellaneous waste.

6 Public Interaction, Safety & Security

- Continued interaction with transient individuals in park areas (Pioneer Park).
- Cleanup of **homeless encampment debris** along Wilco Road in coordination with law enforcement.
- Identification of unsecured facilities (Santiam restroom door).
- Ongoing emphasis on relocating amenities (e.g., ping pong table) to improve visibility and reduce vandalism risk.

7 Staffing & Availability

- Staff availability impacted by:
 - Sick leave and medical/dental appointments
 - Comp time usage
 - Union contract negotiations (Colby)
- Work continuity maintained through task sharing and prioritization.

March 2026 Pool Operations Summary

Prepared by: Emily Leabo, Aquatic Facility Manager

1 Facility Use & Programming

- **176 hours** of public swim access
- **24 hours** of club swim team use

The facility maintained strong availability for public recreation while supporting organized swim programming.

2 Attendance & Participation Summary

Total Check-Ins: 1,940

Public Drop-In Attendance: 321 individuals

- 250 Residents
- 62 Non-Residents
- 9 Free Pass Tokens

Pass & Membership Usage:

- Punch Card Check-Ins: 378
- Monthly Membership Check-Ins: 333
- Insurance Membership Check-Ins: 908

3 Observations

- Insurance memberships continue to represent the largest share of usage (~47% of total check-ins), indicating strong participation through partnered programs.
- Punch card usage increased relative to prior periods, suggesting flexible-use demand remains strong.
- Resident participation continues to significantly exceed non-resident use.
- Public swim hours increased, supporting consistent community access alongside team programming.

4 Overall Assessment

The facility continues to demonstrate **steady utilization and balanced programming**, with strong membership-driven participation and consistent public access. Usage patterns indicate a stable customer base with continued reliance on insurance and pass-based entry, supporting both accessibility and predictable attendance.



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 – Cannot participate – Alternatively the Swim team has donated \$2K to Keep Stayton Livable for use associate with vote Yes in the Parks and Pool Levy	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	On hold	
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	
7	Mar 3, 2026	Levy Support	Nick, Marco, David, Jordan, Pam have formulated a Citizen’s based support team for the Levy (Not associated with Board activities). They are working towards 1) Trifold leaflet, 2) Wed site Video, 3) Garden signs, 4) door hanger.	NR	ASAP	
8	Mar 3, 2026	Pool Users Insurance	Confirm monies are being collected from insurance companies for Silver Slipper etc. pool users	bb – James Brand	April 7.	
9	Mar 3, 2026	Car Show in Park	Confirm who is asking to hold the Car show. Confirm they are only wanting to use Mill Creek (why?) Check with Russ Auto on historic Shows	bb.	April 7	
10	Mar 3, 2026	Roles, Responsibility, Authority, Governance – Vision, Mission, Goals and Objectives	Provide a document that defines these terms Provide a document that introduces V/M/G/O	bb	April 7	✓



11	Mar 3, 2026	Ping Pong Table	Board to Vote on location for table. AJ to let bb Know, bb to instruct staff accordingly – Table located on old swing ball pad	AJ – bb - Staff	ASAP	✓
12	Mar 3, 2026	Quail Run Park	Staff close play area, remove, repair, and reinstate damaged equipment. Staff to rake gravel for best available fall protection distribution, reopen area/remove fence.	bb- staff	Within the month	✓
13	Mar 3, 2026	Fund Raising	Board reviewing suggestions and make appropriate recommendations	AJ - Board	Ongoing	
14	Mar 3, 2026	New Member	Board to renew nominees and make recommendation to Council (Council accepted Robert Murakami's nomination)	AJ - Board		✓
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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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