



**AGENDA**  
**PARKS AND RECREATION BOARD**  
**Tuesday, May 6, 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](mailto:jhajduk@staytonoregon.gov) to receive an invitation to the online meeting.

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**CALL TO ORDER**

**1. PUBLIC COMMENT**

**2. PRESENTATIONS**

**3. MEETING MINUTES**

- a. Approval of April 1, 2025 Minutes -**Attachment A**

**4. GENERAL BUSINESS**

- a. Appoint Vice Chair
- b. Review and acknowledge April Parks Report – **Attachment B**
- c. Select proposed dates for hiking readiness class(es)
- d. Receive update on walk guide proposal
- e. Update from Nick Raba on disc golf signs
- f. Review of street trees and tree removal policies status (carried forward from 2/4/25 meeting/**Attachment C**)
- g. Review list of donated structures – Marco Levario - **Attachment D**
- h. Review Adopt a Park policies and suggest modifications. **Attachment E**

**5. OTHER BUSINESS**

- a. Member updates and questions

**6. ADJOURN – Next Meeting, June 3, 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

**April 1, 2025**

### **Public Works Conference Room**

#### **ROLL CALL**

**Present:** AJ Westlund, Chair  
Tricia Hafner  
Marco Levario  
Jared Burns  
Dan Brummer

**Absent:** Pam Pugsley, Nick Raba

**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 6:02 pm.

#### **PRESENTATIONS / COMMENTS FROM THE PUBLIC:**

None

#### **REVIEW AND APPROVAL OF MINUTES:**

Minutes of March 4, 2025 approved. Motion made by Dan Brummer, seconded by Marco Levario and approved 4 to 0.

Follow-up questions from Minutes: There was a question about information in the prior minutes regarding the status of the PW Director position. Julia provided update.

#### **GENERAL BUSINESS:**

a. Amendments to include Pool in the Parks and rec Board purview -  
The Board discussed the recommendations proposed. There was general consensus to keep section 2.d (recommend the City Council on the development and maintenance of trails, bikeways and pedestrian ways within the city's parks) as Mr. Brummer shared some history on prior discussion and input regarding trails and pedestrian connections. Julia indicated that, with their input, she would take the proposed amendments to Council.

- b. Receive update on walk guide proposal

This topic will be carried forward to the next meeting

- c. Select proposed dates for hiking readiness class(es)

The following was discussed and decided:

- Age group target: Young Families
- Shoot for two classes: 1 focused on day trips and 1 focused on overnight trips
- Target late May/Early June
- Weeknight
- 5:30-6:30
- Location still TBD but possibly at the community center

Julia will work on drafting some promotional materials for the next meeting for the group to advised on. We will discuss more at the next meeting. There was also an idea to tie the session (or sessions) with an Ice Cream social event. A suggestion was made to see about promoting the event at storytime.

- d. The Board reviewed and acknowledged the March Parks Report

- e. Earth Day discussion

Julia shared that Bob is planning on planting 5 trees at Santiam Park and 5 at Community Center Park on Earth Day and suggested we make it an event. The Board discussed and agreed on the event being held at the Community Center Park at 3:30.

- f. Adopt a park update

Julia shared the mock up from Bob. There was discussion of policies and Julia said she would bring the policies and rules back to the Board for further discussion.

#### **OTHER BUSINESS**

Marco asked to add a discussion item to a future agenda to review a list of all donated structures in parks. Marco volunteered to develop the list. The group discussed that the intent would be to reach out to those with aging items to see about getting updated or removed.

It was also suggested that Disk Golf signs be added to a future agenda for discussion. (Note, this has previously been discussed and is on the agenda for the May meeting)

**ADJOURN** – The meeting was adjourned at 7:03 pm. The next meeting is scheduled for May 6, 2025 @ 6pm

## April 2025 Parks Report

### General Maintenance & Repairs:

- Conducted daily morning rounds, restroom checks, and garbage collection.
- Installed and maintained new signage encouraging proper trash disposal at Santiam, Quail Run, and Pioneer Parks.
- Continued moving and adjusting trash cans to designated locations to improve collection efficiency.
- Repaired and maintained various park infrastructure, including garbage can holders, restroom partitions, and playground equipment.
- Spread chips from tree removals at Northslope and Quail Run Parks.
- Initiated irrigation system start-up across several parks; identified and worked on repairs at Community Center and Quail Run Parks.
- Installed ground mount repairs and locked up playground equipment at Community Center Park.

### Equipment & Facilities:

- Installed flail mower on Kubota and adjusted settings.
- Practiced plastic welding on playground slides at Community Center Park.
- Assisted in vehicle maintenance, including license plate installation and sweeper truck transport for service.
- Assisted with locating utilities for electrical and irrigation repairs.
- Addressed electrical problems at Quail Run Park and Bluetooth controller issues at Northslope and Westown Parks.

### Community & Special Projects:

- Collaborated with Parks Board members on Earth Day tree planting projects at Community Center and Quail Run Parks.
- Coordinated with Republic Services regarding trash container placements.
- Conducted informal public feedback surveys regarding trash can locations at Quail Run.
- Coordinated with contractors for damage repairs (Fisk Communications, Comcast).
- Hauled pallets to recycling facilities.

### Training & Administrative Tasks:

- Participated in Parks Board meeting.
- Continued development and installation of public information signage related to park maintenance initiatives.
- Followed up with vendors and contractors on outstanding repair and maintenance issues.

### Time Off & Personnel Updates:

- Used personal time on Mar. 28, Apr. 11, and Apr. 25 (comp time).

### Weather-Related Actions:

- Prepared parks for increased Easter weekend activity.
- Adjusted garbage collection and mowing schedules based on weather forecasts and holiday traffic.



CITY OF STAYTON

MEMORANDUM

**TO:** Stayton Parks Board  
**FROM:** Julia Hajduk, City Manager  
**DATE:** February 4, 2025  
**SUBJECT:** Street Tree Discussion follow up

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At the past several Parks Board meetings, there was discussion about tree removal in the vicinity of parks and discussion of the street tree standards. As reported at the last meeting, I did share with the Council the Board's recommendation that trees be required to be replaced when one is removed. I wanted to share the code requirements for planting of street trees and the regulation of removal of the trees as well as the current street tree list and an evaluation (thank you AI) of the trees on the list and whether modifications might be recommended:

### Tree Planting Regulations

1. **General Planting Requirements:**

- **Requirement:** Trees must be planted along public street frontages and private drives exceeding 150 feet.
- **Location:** Trees should generally be planted outside the street right-of-way unless there is a designated planting strip or a city-adopted street tree plan.
- **Code Reference:** Stayton Municipal Code §17.20.060(A).

2. **Tree Species:**

- Species must be selected from the approved list maintained by the Director of Public Works. Deviations require written approval.
- The Stayton Municipal Code does not include a specific list of approved street tree species. Instead, it specifies that the street tree species must be selected from a list maintained by the Director of Public Works, and any deviations require approval by the decision authority
- **Code Reference:** §17.20.060(C).

3. **Spacing and Power Line Restrictions:**

- Trees must be spaced a minimum of 20 feet (medium canopy) to 25 feet (large canopy).
- Trees cannot exceed power line height at maturity or be planted within 10 feet of fire hydrants and utility poles unless approved.
- **Code Reference:** §17.20.060(D), (E).

4. **Maintenance and Irrigation:**

- Landscaping, including trees, must be maintained through regular watering, pruning, and replacement.

- New landscaping areas must include a permanent underground or drip irrigation system.
  - **Code Reference:** §17.20.060(F)-(G).
5. **Planting Standards:**
- Deciduous trees must be at least 7 feet tall or 1.5 inches in caliper; coniferous trees must be a minimum of 5 feet tall.
  - **Code Reference:** §17.20.060(H).

**Tree Removal Regulations**

1. **Preservation of Significant Trees:**
  - Existing significant trees (25 inches or more in circumference at 4 feet above grade) should be preserved wherever feasible.
  - **Code Reference:** §17.20.060(I)-(J).
2. **Street and Heritage Trees:**
  - Removal requires explicit authorization from the Public Works Director or designee.
  - Heritage trees are designated for their community value and require City Council approval for designation or removal.
  - **Code References:** §17.20.060(K)-(M).
3. **Riparian Vegetation:**
  - Tree removal in riparian setbacks is limited to hazardous or unsafe trees and requires replacement with indigenous vegetation.
  - **Code Reference:** §17.20.070(A).
4. **Construction Protections:**
  - Designated preservation trees must be protected with fencing and measures to prevent soil compaction or other damage during construction.
  - **Code Reference:** §17.20.060(N)-(P).
5. **Exemptions:**
  - Tree farms and agricultural activities are exempt if compliant with other city codes and guidelines.
  - **Code Reference:** §17.20.060(Q).

**Review and Approval Process**

1. **Tree Planting Plans:**
  - Reviewed and approved by the Public Works Director. Deviations from standard species or spacing guidelines require additional written authorization.
  - **Code Reference:** §17.20.060(C).
2. **Tree Removal Permits:**
  - Authorization for street or heritage tree removal must be obtained in writing. The City Council must approve heritage tree designations and removal.
  - **Code References:** §17.20.060(K), (M).
3. **Riparian Areas:**
  - Removal of hazardous trees within riparian setbacks is subject to review and replacement requirements to ensure ecological balance.
  - **Code Reference:** §17.20.070(A).

## Street Tree list evaluation

To assess the suitability of the trees on the existing street tree list, I utilized AI to evaluate the most common concerns related to street trees:

1. **Root Invasion:** Species prone to damaging sidewalks or underground infrastructure.
2. **Overhead Power Interference:** Trees that grow taller than the clearance height for power lines where applicable.
3. **Pests and Disease:** Trees known for susceptibility to pests or diseases.
4. **Maintenance Needs:** Species requiring excessive upkeep (e.g., shedding fruit, weak branches).
5. **Climate Compatibility:** Trees that may struggle with Stayton's regional climate.

Based on this, we have identified that we may want to consider looking more closely at the following trees for specific suitability by site and climate and pest resistance:

1. **Acer platanoides (Norway Maple):**
  - o Prone to invasive root systems that can damage sidewalks and infrastructure.
  - o Susceptible to verticillium wilt and tar spot disease.
  - o Can outcompete native species and is often considered invasive in urban areas.
2. **Quercus palustris (Pin Oak):**
  - o High maintenance due to falling acorns and dense leaf litter.
  - o Requires well-draining soil; may not thrive in all urban conditions.
3. **Fraxinus species (Ash Trees):**
  - o Vulnerable to the Emerald Ash Borer (EAB), which has devastated populations across North America.
  - o Consider alternatives to avoid future maintenance and removal costs.
4. **Platanus x acerifolia (London Planetree):**
  - o Large size and invasive roots make it challenging for narrow planting strips.
  - o Highly susceptible to anthracnose and powdery mildew.
5. **Robinia pseudoacacia (Black Locust):**
  - o Aggressive suckering can lead to unwanted spread.
  - o Brittle wood prone to breakage, creating potential safety concerns.

### Action requested from the Board:

- Discuss and provide comments/recommendations

### Attachments:

1. Street tree list

**STREET TREES**

The Design Engineer shall coordinate with the City Engineer and City Planner for appropriate tree species, location, and spacing. New trees shall not be planted in sight clearance areas or otherwise interfere with required sight distances, including but not limited to, intersections and railroad crossings. See also Section 303.06. Final plans and specifications for street trees and related vegetation or appurtenances will be reviewed by the City Engineer.

Street trees in the public right-of-way, or within the setback and/or buffer area immediately adjacent to the right-of-way, will be required of all developments. The particular species will be reviewed and approved as part of overall project submittals. A deposit for street trees to assure installation of the trees prior to occupancy will be required at the time of building permit issuance.

Minimum caliper of street trees shall be 2-inches, as measured 6-inches above ground level in accordance with the American Standard for Nursery Stock. Street trees shall be supplied with an approved root guard and shall be installed in accordance with the Standard Drawings. Newly-planted trees shall be securely staked for the first 2-years after planting and shall be replaced if they die or are destroyed. Street trees must be healthy at the end of the warrant period.

**TREE SPACING**

<b>Tree Spacing</b>	
<b>Minor Collectors and Local Streets</b>	
Residential	30-feet (2 min per lot, 3 min if corner lot)
Commercial	20-feet (2 min per lot, 3 min if corner lot)
Industrial	20-feet
<b>Arterials and Major Collectors</b>	<b>30-feet</b>

Notes:

1. Spacing required may vary depending on sight distance and clearance area requirements and site and/or topography constraints. Distances include linear section of cul-de-sacs.
2. Street trees shall be located at least 15 feet from streetlights and stormwater catch basins, at least 10 feet from fire hydrants and utility poles, and at least 5 feet from driveway cuts and underground utilities, unless approved otherwise by the City Engineer.
3. Street trees shall not be located where the City determines the trees may be a hazard to the public interest or general welfare or under overhead power lines, if tree height at mature age exceeds the height of the power line.

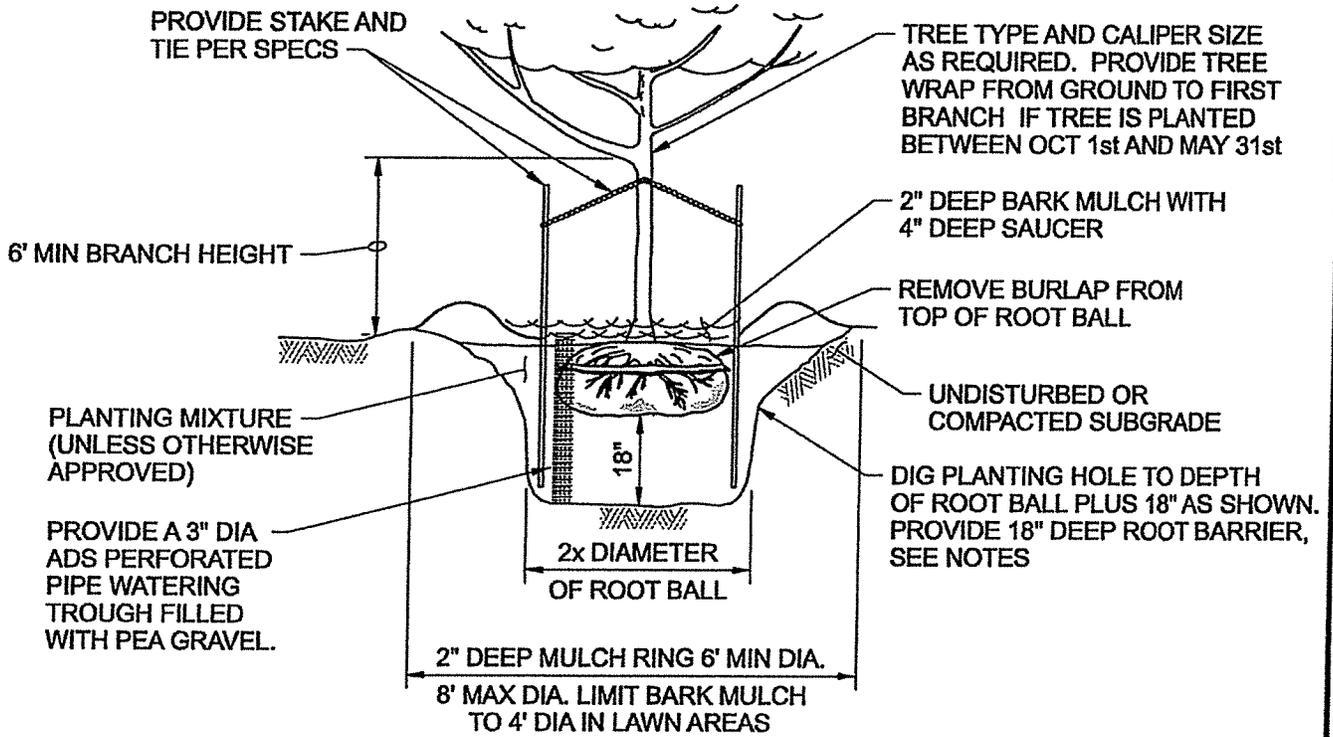
**APPROVED STREET TREE LIST**

Common Name	Latin Name	Planting Strip Width					
		Overhead Power			No Overhead Power		
		4'-5.5'	6'-7.5'	8' plus	4'-5.5'	6'-7.5'	8' plus
Hedge Maple	<i>Acer campestre</i>		X	X			
Rocky Mtn. Glow Maple	<i>Acer grandidentatum</i> 'Schmidt'		X	X			
Big Leaf Maple	<i>Acer macrophyllum</i>						X
State Street Maple	<i>Acer miyabei</i> 'Morton'					X	X
Columnar Norway Maple	<i>Acer platanoides</i> 'Columnar'				X	X	
Crimson King Maple	<i>Acer platanoides</i> 'Crimson King'						X
Crimson Sentry Maple	<i>Acer platanoides</i> 'Crimson Sentry'	X	X				
Deborah Maple	<i>Acer platanoides</i> 'Deborah'						X
Emerald Queen Maple	<i>Acer platanoides</i> 'Emerald Queen'						X
Emerald Lustre Maple	<i>Acer platanoides</i> 'Pond'						X
Sycamore Maple	<i>Acer pseudoplatuanus</i>					X	X
Bowhall Maple	<i>Acer rumbrum</i> 'Bowhall'				X	X	
Red Sunset Maple	<i>Acer rumbrum</i> 'Franksred'						X
October Glory Maple	<i>Acer rumbrum</i> 'October Glory'						X
Scanlon Maple	<i>Acer rumbrum</i> 'Scanlon'				X	X	
Scarlet Sentinel Maple	<i>Acer rumbrum</i> 'Scarsen'				X	X	
Jacquemontii Birch	<i>Betula jacquemontii</i>					X	X
Pyramidal European Hornbeam	<i>Carpinus betulus</i> 'Fastigiata'					X	X
Golden Catalpa	<i>Catalpa bignonioides</i> 'Aurea'						X
Katsura Tree	<i>Cercidiphyllum japonicum</i>						X
Eastern Redbud	<i>Cercis canadensis</i>		X	X			
Pacific Dogwood	<i>Cornus nuttallii</i>			X			
Lavalle Hawthorn	<i>Crataegus x lavellei</i>	X	X				
European Beech	<i>Fagus sylvatica</i>					X	X
Dawyck Purple Beech	<i>Fagus sylvatica</i> 'Dawyck Purple'				X	X	
Autumn Purple Ash	<i>Fraxinus americana</i> 'Junginger'					X	X
Golden Desert Ash	<i>Fraxinus excelsior</i> 'Aureaefolia'	X	X				
Flame Ash	<i>Fraxinus oxycarpa</i> 'Flame'				X	X	
Raywood Ash	<i>Fraxinus oxycarpa</i> 'Raywood'				X	X	
Marshall Ash	<i>Fraxinus pannelsylvanica</i> 'Marshall'					X	X
Summit Ash	<i>Fraxinus pannelsylvanica</i> 'Summit'				X	X	

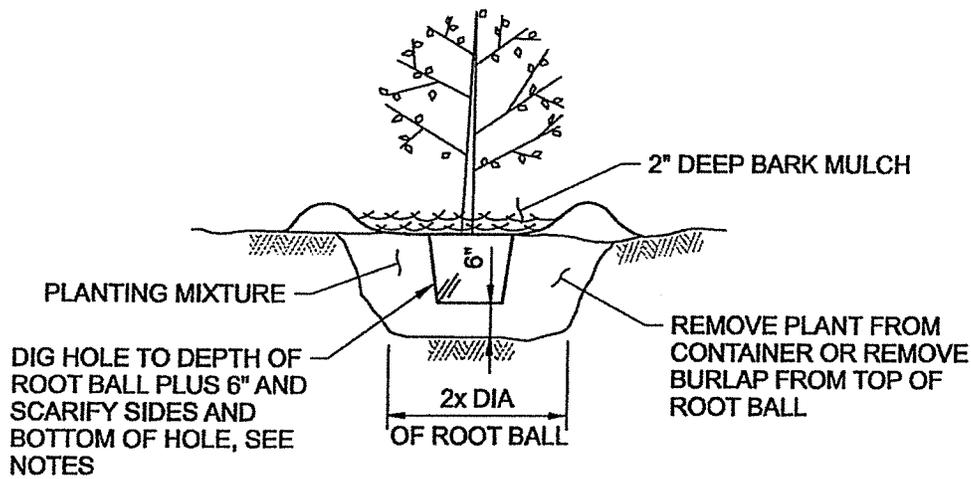
**APPROVED STREET TREE LIST (continued)**

Common Name	Latin Name	Planting Strip Width					
		Overhead Power			No Overhead Power		
		4'-5.5'	6'-7.5'	8' plus	4'-5.5'	6'-7.5'	8' plus
Sunburst Honeylocust	<i>Gleditsia triacanthos</i> var. <i>inermis</i> 'Suncole'						X
Arnold Tulip Tree	<i>Liriodendron tulipifera</i> 'Fastigiatum'				X	X	
Kobus Magnolia	<i>Magnolia kobus</i>					X	X
Bloodgood London Planetree	<i>Platanus x acerfolia</i> 'Bloodgood'						X
Thundercloud Plum	<i>Prunus cerasifera</i> 'Thundercloud'		X	X			
Kwanzan Cherry	<i>Prunus serrulata</i> 'Kwanzan'		X	X			
Chanticleer Pear	<i>Pyrus calleryana</i> 'Glen's Form'				X	X	
Swamp White Oak	<i>Quercus bicolor</i>						X
Scarlet Oak	<i>Quercus coccinea</i>						X
Oregon White Oak	<i>Quercus garryana</i>						X
Pin Oak	<i>Quercus palustris</i>						X
Skyrocket Oak	<i>Quercus robur</i> 'Fastigiata'				X	X	
Red Oak	<i>Quercus rubra</i>					X	X
Shumard Oak	<i>Quercus shumardii</i>						X
Globe Locust	<i>Robinia pseudoacacia</i> 'Inermis'		X	X			
Red Cascade Mountain Ash	<i>Sorbus americana</i> 'Dwarfcrowm'	X	X				
Cardinal Royal Mountain Ash	<i>Sorbus aucuparia</i> 'Michred'				X	X	
Greenspire Linden	<i>Tilia cordata</i> 'Greenspire'					X	X
Salem Linden	<i>Tilia cordata</i> 'Salem'					X	
Allee Elm	<i>Ulmus parvifolia</i> 'Emer II'					X	X
Halka Zelkova	<i>Zelkova serrata</i> 'Halka'					X	X
Green Vase Zelkova	<i>Zelkova serrata</i> 'Green Vase'					X	X

Source: City of Salem.



**STREET TREE PLANTING DETAIL**



**SHRUB PLANTING DETAIL**

**NOTES:**

1. IF DRAINAGE IS POOR, ELEVATE ROOT BALL 2" ABOVE GRADE AND SLOPE PLANTING MIXTURE AWAY FROM TRUNK. FORM A 4' DIAMETER SAUCER AROUND TRUNK. UNDER NO CONDITIONS SHOULD FILL BE PLACED IN CONTACT WITH TRUNK OR TOP OF BALL BE EXPOSED.
2. PLANT GROUND COVER AND SHRUBS IN ALTERNATING STAGGERED ROWS.
3. AN 18" DEEP APPROVED ROOT BARRIER SHALL BE PLACED AROUND EDGE OF STREET TREE PLANTING HOLE.



DEPARTMENT OF  
PUBLIC WORKS  
362 N. THIRD AVENUE  
STAYTON, OR 97383  
PH: (503) 789-2319  
FAX: (503) 787-2134

2015 EDITION	
REVIEWED BY	
JTA / LSL	09/15
NAME	DATE
REVISIONS	

STANDARD DRAWING TITLE  
**STREET TREE AND  
SHRUB PLANTING**

NO SCALE
DIVISION
STREET
DRAWING NO.
<b>368</b>

<b>Park</b>	<b>Object</b>	<b>Dedicated/sponsor</b>
<b>Community Center</b>	Bench by Ditch	Virginia Mann
	Park Flag pole	Kiwanis
	Bench by Library	Kiwanis
<b>Northslope</b>	Adopt-a-park	Moms Club of Stayton
<b>Pioneer Park</b>	Adopt-a-park	Ruth Boedinghimer (deceased)
	Rock Sign	Lions Club
	Covered Area	Freres Pavilion
	Bench close to dumpster	Kiwanis
	Jordan Bridge	The Covered Bridge Society of Oregon
	Tree by Jordan Bridge	Greg and Ruth McWayne
	Tree By Parking Lot	Susan Brandt
	<b>Flag Pole</b>	Lions Club
		North Santiam Community Credit Union
	<b>Disc Golf Course</b>	
	1	Figaro's Pizza
2	Stayton Veterinary Hospital	
3	McDonalds	
4 Tee	Marlee Hoffman	
4 Hole	State Farm Dave Valencia	
5	Santiam Heating	
6	Summit cleaning and Restoration	
7	Kiwanis	
8	No Sponsor	
9	Rotary	
5k Parks Trail Plaque	BSA Troop 50 Eagle Scout Project	
<b>Riverfront park</b>	Benches	BSA Troop 50 Eagle Scout Project



## City of Stayton ADOPT-A-PARK PROGRAM

City of Stayton  
Public Works  
311 N Third Avenue  
Stayton, Oregon 97383

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Park to Adopt: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Stayton ADOPT-A-PARK PROGRAM

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## Program Description

The Adopt-A-Park program is a public service program for volunteers to assist the Public Works Department in maintaining the natural aesthetics of the City of Stayton Park system. Volunteers will be expected to fulfill the minimum program responsibilities, identify safety hazards, and freely communicate other issues associated with their designated park.

## Program Guidelines

Adopt-A-Park is open to community groups, businesses, churches, and individual citizens. Approval of all park adoptions shall be made by the Parks and Recreation Board after reviewing written requests. All participating groups or individuals will be required to designate a contact person who will be responsible for organizing the group's efforts.

Participants will begin with a sixty-day probationary period. After an effective probationary period, the Public Works Department will erect a sign at park entrance designating the appropriate participants.

## Responsibilities

The primary responsibility of all participants is to keep the park system free of litter. The suggested minimum frequency for litter pick-up is twice a month. Participants should be active in preventing park degradation by immediately reporting vandalism and assisting in the removal of graffiti.

Further responsibilities may include weeding flower beds, sweeping courts and walkways, and projects coordinated with and supervised by the Public Works Department.

***“Volunteerism is vital to a community parks system and health recreation program. Civic organizations and citizens will be encouraged to be responsible for recreation programs, park development, and parks maintenance whenever possible.”***

**-Parks and Recreation Master Plan**