



**AGENDA**  
**PARKS AND RECREATION BOARD**  
**Tuesday, June 2, 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](mailto:sbender@staytonoregon.gov) to receive an invitation to the online meeting.

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**CALL TO ORDER 6:00 pm**

**ATTENDANCE:**

NAME	INITIALS	PRESENT	ABSENT
<b>BOARD MEMBERS</b>			
AJ Westland, Chair	AJ		
Nick Raba	NR		
Dan Brummer	DB		
Nancy Morris	NM		
Robert Murakami	RM		
Tricia Hafer	TH		
Marco Levario	ML		Apology
<b>COUNCIL REPRESENTATIVES</b>			
Steve Sims, Council Liaison	SS		
Lenard Hays, Council Understudy	LH		
<b>STAFF REPRESENTATIVES</b>			
Barry Buchanan, IPWD	bb		
Bob Parsons, Parks Super	BP		
<b>VISITORS/GUESTS</b>			

- 1. PUBLIC COMMENT**
- 2. PRESENTATIONS**
- 3. MEETING MINUTES**
  - a. Approval of May 5 minutes - **Attachment A**

**4. REVIEW**

- a. April Parks Report – **Attachment B**
- b. April 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

**6. OTHER BUSINESS**

- a. Member updates and questions

**7. ADJOURN ... 7:00 pm**

**8. Next Meeting, July 7, 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, May 5, 2026**  
**at 6:00 p.m.**

Public Works / Planning Conference Room  
 311 N. Third Avenue  
 Stayton, Oregon 97383

**MEETING INFORMATION**

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**CALL TO ORDER 6:00 pm**

**ATTENDANCE:**

NAME	INITIALS	PRESENT	ABSENT
<b>BOARD MEMBERS</b>			
AJ Westland, Chair	AJ	✓	
Nick Raba	NR	✓	
Dan Brummer	DB	✓	
Nancy Morris	NM		✓
Robert Murakami	RM	✓	
Tricia Hafer	TH	✓	
Marco Levario	ML		✓
<b>COUNCIL REPRESENTATIVES</b>			
Steve Sims, Council Liaison	SS	✓	
Leonard Hays, Council Understudy	LH	✓	
<b>STAFF REPRESENTATIVES</b>			
Barry Buchanan, IPWD	bb	✓	
Bob Parsons, Parks Super	BP	✓	
<b>VISITORS/GUESTS</b>			

**1. ELECTION of Vice Chair, APPOINTMENT of Secretary**

- a. Title 2, Chapter 28, Section 760, paragraph 2 & 3 of the Municipal Code requires in addition to a Chair a:
  - i. Vice Chair ...
    - 1. Nick Raba was nominated by TH, and
    - 2. Seconded by AJ
    - 3. Approved unanimously by attending members
  - ii. Secretary or designee ...
    - 1. By order of council in 2025 the secretary shall be the Staff representative, no appointment was necessary.

**2. PUBLIC COMMENT**

- a. None

**3. PRESENTATIONS**

- a. None

**4. MEETING MINUTES**

- a. Approval of April 7 minutes -**Attachment A**
  - i. Nick Raba posed a motion to accept the minutes
  - ii. Dan Brummer seconded the motion
  - iii. Approved unanimously by attending members

**5. REVIEW**

- a. April Parks Report – **Attachment B** ✓
- b. April Pool Report – **Attachment C** ✓
  - i. Discussion as to a representative of the pool to attending the monthly meeting ... agreed at this stage not to push for that to happen.
  - ii. A question was raised as to the ability to use the pool for lap swimming; it was generally agreed that this feature exists.
- c. Action List – **Attachment D** ✓ Reviewed and revised
- d. Issues List – **Attachment E** ✓ Reviewed and revised

**6. GENERAL BUSINESS**

- a. Review Parks Boards - Roles, Responsibilities, and Authority
  - i. Postponed to next meeting
- b. Initiate/Prepare/Agree Parks Board – Vision, Mission, Goals, 1, 2, 5-year plan
  - i. Postponed to next meeting
- c. Community Garden
  - i. The garden has been rototilled in preparation for use
  - ii. Ann addition tilling will be undertaken the 2<sup>nd</sup> week of May
  - iii. Following tilling the plots will be marked out and applicant gardeners will be notified by PW Admin
  - iv. Discussion was had re the history of the garden and who owns the property, when the lease will expire, and potential relocation. Future location included Mill Creek Park, Community Center Park, and the

potential to request an extension of the lease for the existing location. However, the existing location is up for sale by the owner.

- v. Further discussion was had re-fencing and protecting the garden. No resolve was concluded

**7. OTHER BUSINESS**

- a. DB –
  - i. promoted the ideas of park tours and volunteered guidance.
  - ii. Movies in the parks
  - iii. Provide/encourage concessions standing/Food trucks in the parks, specifically Nettling Park
- b. The city is promoting and has posted the 250 Volunteer initiative; ideas from the board members included:
  - i. Restorative painting
  - ii. Chamber members are looking for projects
  - iii. PW parks would be willing to coordinate teams for the spreading of bark-chips
  - iv. To encourage volunteers, offer swimming chips
  - v. Aged support – yard work projects
  - vi. Obtain donations in the way of tools or small business training/support for those that volunteer measurable volumes of work

**8. ADJOURN ... 7:00 pm**

**9. Next Meeting, June 2, 2026 @ 6pm**

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# May 2026 Parks Operations Summary

Prepared by: Bob Parsons, Senior Parks Maintenance Operator

## 1 Routine Operations & Public Facility Maintenance

- Continued daily rounds including restroom inspections, garbage collection, dog waste stations, irrigation checks, and public area monitoring.
- Ongoing mowing, edging, and blowing operations throughout the park system, including:
  - Pioneer/Neitling Parks
  - Santiam Park
  - Westown Park
  - Community Center Park
  - Quail Run Park
  - Wildlife Meadows
  - Courthouse grounds
- Restroom maintenance included repairs to flush valves, door locks, and general upkeep.

## 2 Grounds Maintenance & Seasonal Operations

- Major effort placed on bringing irrigation systems online for the spring/summer season.
- Multiple sprinkler repairs completed at Neitling Park and other facilities.
- Installation of protective boulders along Park Road to reduce lawn and irrigation damage from vehicles.
- Continued monitoring of recurring restroom and irrigation issues at Santiam Park.

## 3 Park Improvements & Capital Enhancements

- Installation and assembly of donated park benches associated with the Pam Pugsley memorial contributions.
- Coordination regarding additional donated bench placement and possible redistribution of surplus benches.
- Community garden areas rototilled and prepared for planting season.
- Continued improvements to landscaping and park presentation ahead of Memorial Day weekend.
- Removal of election signs from parks following Election Day.

## 4 Equipment, Materials & Asset Stewardship

- Ongoing equipment repairs and adjustments, including:
  - Mower deck belt replacement

- Edger throttle adjustment
  - Tractor and flail mower configuration changes
- Fueling, transport, and operational preparation of mowing equipment continued throughout the month.
- Coordination with vendors, locksmiths, and suppliers for maintenance support and parts procurement.

## 5 Staffing & Resource Constraints

- Operations were impacted by:
  - Vacation leave
  - Comp time usage
  - Medical and dental appointments
  - Sick leave
  - Staff support requests for Water Department repairs and emergency work
- Seasonal employee Jade provided significant operational support during peak mowing and maintenance activities.
- Cross-departmental assistance continued between Parks, Water, and other Public Works functions.

## 6 Public Safety, Security & Community Coordination

- Coordination with law enforcement regarding transient activity and unauthorized camping in Pioneer Park restrooms.
- Follow-up on public concerns and operational impacts associated with park usage.
- Public compliments were received regarding park appearance and maintenance quality.
- Staff discussions occurred regarding potential operational impacts if future levy funding were unsuccessful, including potential reductions in services and pool operations.

## 7 Overall Assessment

May represented a transition into full-peak-season parks operations, with strong emphasis on:

- Intensive mowing and landscape maintenance
- Irrigation startup and repairs
- Community beautification and amenity installation
- Public readiness ahead of Memorial Day activities
- Maintaining service levels despite staffing limitations and competing operational demands

Overall, the parks system remained highly active and visibly maintained, with continued focus on asset upkeep, public presentation, and operational responsiveness.

# May 2026 Pool Operations Summary

Prepared by: Natalie McMullen, Aquatic Facility Manager

## 1 Facility Use & Programming

The Stayton Aquatic Facility continued to provide consistent community access and programming during May 2026, including:

- **39.5 hours per week** of public swimming access
- **8 hours** of club swim team use
- Ongoing programming including:
  - Open swim
  - Lap swim
  - Water aerobics
  - Swim lessons
  - Club swim activities

## 2 Attendance & Participation Summary

**Total Public Drop-In Attendance:** 313 individuals

- 237 Residents
- 69 Non-Residents
- 7 Free Pass Tokens

**Pass & Membership Utilization:**

- Punch Card Check-Ins: 175
- Monthly Membership Check-Ins: 386
- Insurance Membership Check-Ins: 1,142

**Swim Lesson Participation:**

- 40 participants

## 3 Observations

- Membership and insurance-based participation continue to represent most of the facility usage, indicating strong recurring patron engagement and customer retention.
- Attendance trends suggest the facility functions primarily as a **community wellness and recreation resource**, rather than solely a competitive aquatic venue.
- Adult and senior-oriented programs, particularly lap swim and water aerobics, appear to contribute significantly to steady utilization levels.

- Swim lesson participation reflects continued community interest in aquatic education and water safety programming.

### 4 Overall Assessment

The Stayton Aquatic Facility continues to demonstrate strong community value through consistent public accessibility, diverse programming, and reliable recurring participation. Membership utilization remains strong, particularly through insurance-supported access programs, while public swim and instructional offerings maintain broad community engagement. Overall, the facility is operating as a balanced and well-utilized recreational and wellness asset serving a wide range of user groups.



## 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		✓
15	April 7, 2026	RRA Review	Review Board Documentation wrt, Rolls, Responsibility, Authority	Board	June 2, 2026	
16	April 7, 2026	Remove steel spike	Staff to investigate and remove steel spikes from Pioneer Park (Coordinate with DB/ML)	BP	ASAP	✓
17	April 7, 2026	Freres Tables	Collect wooden tables from Freres sand place in Freres pavilion. Move existing table in pavilion at new River front Park	BP	ASAP	✓
18	April 7, 2026	Arbor Day	Coordinate and participate in Arbor Day activities	All	April 22, 2026	✓
19	May 5, 2026	Steppingstones	Place at the end of the Bridge, around equipment and logs	BP	June 30, 2026	



## 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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