



AGENDA PARKS AND RECREATION BOARD

**Tuesday, July 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 hold an in-person meeting at the location listed above. The meeting will also be available for virtual attendance.

To participate virtually, please contact Ian Kintz Stormo at ikintz@cityofstayton.gov to request an invitation to the online meeting.

CALL TO ORDER 6:00 pm

ATTENDANCE:

NAME	INITIALS	PRESENT	ABSENT
BOARD MEMBERS			
AJ Westland, Chair	AJ		
Nick Raba	NR		
Dan Brummer	DB		
Nancy Morris	NM		
Robert Murakami	RM		
Tricia Hafer	TH		
Marco Levario	ML		
COUNCIL REPRESENTATIVES			
Steve Sims, Council Liaison	SS		
Lenard Hays, Council Understudy	LH		
STAFF REPRESENTATIVES			
Ian Kintz Stormo, Asset Mgmt Coord	IKS		
Bob Parsons, Parks Super	BP		
VISITORS/GUESTS			

- 1. PUBLIC COMMENT**
- 2. PRESENTATIONS**
- 3. MEETING MINUTES**

- a. Approval of June 2, 2026 minutes -**Attachment A**

4. REVIEW

- a. June Parks Report – **Attachment B**
- b. June Pool Report – **Attachment C**
- c. Action List – **Attachment D**
- d. Issues List – **Attachment E**

5. GENERAL BUSINESS

- a. Approve letter to Disk Golf sponsors, amount of sponsorship and timeline
- b. Update on funding shortfall

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.



**MINUTES
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 to receive an invitation to the online meeting.

CALL TO ORDER 6:10 pm

ATTENDANCE:

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

1. PUBLIC COMMENT

- a. None

2. PRESENTATIONS

- a. None

3. MEETING MINUTES

- a. Approval of May 5 minutes -**Attachment A**
 - i. Nick Raba posed a motion to accept the minutes
 - ii. Tricia Hafer seconded the motion
 - iii. Approved unanimously by attending members

4. REVIEW

- a. April Parks Report – **Attachment B** ✓
 - i. Question about how often people camp in the bathrooms. Bob indicated it is rare but does happen.
 - ii. Question about the next blue benches. Bob indicated 2 were donated by Pam and 2 were donated by John Brandt
- b. April Pool Report – **Attachment C** ✓
 - i. Natalie was planning on attending but had to cover a shift. Discussion about having her attend on a quarterly basis.
 - ii. Having increased communication with the pool manager would be helpful as we plan fundraisers.
 - iii. General discussion of Park and Pool levy.
- c. Action List – **Attachment D** ✓ Reviewed and revised
- d. Issues List – **Attachment E** ✓ Reviewed

5. GENERAL BUSINESS

- a. Review Parks Boards - Roles, Responsibilities, and Authority
 - i. Generally discussed. The Board members had no issues or concerns and indicated an understanding and agreement.
- b. Initiate/Prepare/Agree Parks Board – Vision, Mission, Goals, 1, 2, 5-year plan
 - i. Given the levy failing, the primary goals were financing and funding in the short term. Longer term goals to be discussed once sustainable funding is identified.
 - ii. There were discussions around fundraising including:
 - a. Develop a “donation catalogue” where people can choose from specific park elements that are needed
 - b. Consider a Movies in the Park fundraiser where we could sell refreshments and collect donations. Julia to coordinate with Howard on this.
 - c. Have a Table at TGIFriday Fest
 - d. Discussion of Disk Golf sponsorships and increasing requests to \$500 per hole for 2 years.

6. OTHER BUSINESS

None

7. ADJOURN ... 7:10 pm

8. Next Meeting, July 7, 2026 @ 6pm

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June 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 partitions, and general maintenance

2 Grounds Maintenance & Seasonal Operations

- Cleared and disposed of broken limbs in Pool parking lot
- Cleared brush along fenceline at Mill Creek Detention Facility
- Applied herbicide at Pioneer & Nietling Parks
- Installed temporary timed watering drip system for recently planted trees

3 Park Improvements & Capital Enhancements

- Secured recently donated benches
- Replaced worn and damaged flags
- Initiated request for quotes for delivery of additional bark chip and pea gravel for playground maintenance
- Constructed and installed security box for the timer at the temporary watering drip system
- Removed weeds and debris and replenished landscape bark chip at Pioneer Park.

4 Equipment, Materials & Asset Stewardship

- Identified and replaced broken valve in Community Center Park irrigation
- Replaced valve box for separate existing irrigation valve at Community Center Park
- Updated records for Community Center Park irrigation assets
- Tested Community Center Park irrigation system and brought to full operation
- Repaired overhead door at Putney Barn
- Coordinated w/ finance department to sell old park maintenance equipment
- Fueling, transport, and operational preparation of mowing equipment continued throughout the month.

5 Staffing & Resource Constraints

- Crews switched to summer schedule hours, 7 AM to 3:30 PM
- Operations were impacted by:
 - Vacation leave
 - Comp time usage
 - Medical and dental appointments
 - Sick leave
 - Staff support requests for Water Department repairs, street repairs, and vehicle transport
- 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

- Staff discussions occurred regarding potential operational impacts if future levy funding were unsuccessful, including potential reductions in services and pool operations.
- Coordinated with Police Department to address vandalism by suspected individuals in Women's restroom at Pioneer Park

7 Overall Assessment

June represented full-peak-season parks operations, with strong emphasis on:

- Intensive mowing and landscape maintenance
- Irrigation startup and repairs
- 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.

June 2026 Pool Operation Summary

Prepared by: Natalie McMullen, Aquatic Facility Manager

1 Facility Use & Programming

- **48 hours per week** of public swimming access
- **8 hours** of club swim team use

2 Attendance & Participation Summary

Public Drop-In Attendance: 431 individuals

- 301 Residents
- 121 Non-Residents
- 9 Free Pass Tokens

Pass & Membership Usage:

- Punch Card Check Ins: 196
- Monthly Membership Check Ins: 390
- Insurance Membership Check Ins: 1,651

3 Observations

- The facility appears to function more as a **community wellness and recreation center** rather than a competition-focused aquatic facility.
- Water aerobics and lap swim programming likely play a major role in sustaining attendance, especially among adult and senior populations.
- High membership utilization compared to drop-in attendance suggests:
 - Strong customer retention
 - Regular repeat users
 - Dependable program participation

4 Overall Assessment

The aquatic facility continues to serve as a strong community recreation and wellness resource, providing 48 hours of public access each week with diverse programming that includes open swim, lap swim, water aerobics, swim lessons, and club swim team activities. Attendance and membership data show consistent community engagement, particularly through insurance and monthly memberships, while swim lesson participation reflects ongoing interest in aquatic education and water safety. Overall, the facility demonstrates effective public accessibility, strong recurring use, and balanced programming for a wide range of users.



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	✓



No.	Meeting Date:	Action Title:	Action Description:	Assigned to:	Due Date:	Complete Date.
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	
20	June 3, 2026	Sponsorship overview	Prepare sponsorship outline/process	JH		
21	June 3, 2026	Sponsorship wish list catalogue	Put together list of potential donation items to create "catalogue" of needs	BP/IK		
22	June 3, 2026	Disc Golf Sponsorship	Follow up on Frisbee Golf Sponsorship	JH	July 7, 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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