



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