



AGENDA
PARKS AND RECREATION BOARD
Tuesday, April 1, 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 to receive an invitation to the online meeting.

CALL TO ORDER

1. PUBLIC COMMENT

2. PRESENTATIONS

3. MEETING MINUTES

- a. Approval of March 4, 2025 Minutes -**Attachment A**
- b. Follow-up questions from minutes (current and prior)

4. GENERAL BUSINESS

- a. Amendments to include Pool in the Parks and rec Board purview - **Attachment B**
- b. Receive update on walk guide proposal
- c. Select proposed dates for hiking readiness class(es)
- d. Review and Approve January Parks Report – **Attachment C**
- e. Earth Day discussion
- f. Adopt a park update

5. OTHER BUSINESS

- a. Member updates and questions

6. ADJOURN – Next Meeting, May 6, 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

March 4, 2025
Public Works Conference Room

ROLL CALL

Present: AJ Westlund, Chair
Pam Pugsley
Tricia Hafner
Marco Levario
Nick Raba

Absent: Jared Burns, Dan Brummer

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 6:04 pm.

PRESENTATIONS / COMMENTS FROM THE PUBLIC:

None; however the guests provided comments throughout the meeting

REVIEW AND APPROVAL OF MINUTES:

Minutes of December 3, 2024, January 7, 2025 and February 4, 2025 approved. Motion made by Tricia Hafner, seconded by Marco Levario and approved 4 to 0.

GENERAL BUSINESS:

- a. Welcome new Board members! – The Board welcomed new member Marco Levario. Julia shared that Jared Burns had a work conflict but would be at the next meeting.
- b. Review and Approve February Parks Report
Bob Parsons provided a summary of work over the last month. The board discussed the tasks mentioned and asked for information about where Riverfront Park area was versus other City property in the vicinity. Julia stated she would provide a map for the Parks Board members.

c. Park Assessments:

i. Review of park assessments to date

There was discussion of the disk golf signs and what the expectation is for costs. The question of whether the goal was to recoup costs or make money. Nick Raba volunteered to look into other disk golf courses to see what they do for comparison.

There was also a question about whether we need signage stating no motorized vehicles are allowed. Julia to follow up and confirm if this is currently a code requirement.

ii. Share observations for Westtown Park and Community Center Park.

Marco Levario provided details of observations of both parks, along with photos. The assessment table was updated to reflect these observations.

iii. Provide recommendations for prioritization for budget process

The board members reviewed the list and determined that all the larger projects identified should be forwarded into the budget. Julia indicated she would work with staff to work those in to the budget request for the upcoming biennial budget and future budget cycles.

d. Receive update on walk guide proposal

This will be carried forward to next meeting due to Dan Brummer being absent

e. Select proposed dates for hiking readiness class(es)

This will be carried forward to next meeting due to Dan Brummer being absent

f. Amendments to include Pool in the Parks and Rec Board's purview

This will be carried forward to next meeting due lack of time to discuss

g. Follow up on status of adopt a park (Lions at Pioneer and Moms club at Northslope)

Julia indicated she found no record of the prior adopt a park sponsors. She recommended that all signs come down and be replaced by a sign in each park that says "Adopt a Park – Your name here" or something to that effect. There was general agreement to that effect.

2. OTHER BUSINESS

- a. Julia shared that the Council decided to forward the Library levy for the May election and was waiting for additional discussion on the Park and Pool levy with the anticipation of putting this on the November 2025 ballot.

3. ADJOURN – The meeting was adjourned at 7:00 pm. The next meeting is scheduled for April 1, 2025 @ 6pm



CITY OF STAYTON
M E M O R A N D U M

TO: Stayton Parks Board
FROM: Julia Hajduk, City Manager
DATE: April 1, 2025
SUBJECT: Modifications to Code related to Parks Board

At the February meeting, it was mentioned Council asked staff to look at including the Stayton Memorial Pool in the purview of the Parks and Recreation Board. Attached are draft amendments to the Municipal Code to both reflect the addition of the pool as well as some proposed clean up to reflect how the Board is currently functioning. I welcome your input and recommendation on these amendments. With the Parks Board recommendation, I will bring this to Council for their consideration for adoption.

Action requested from the Board:

- ☐ Review and provide recommendation on draft changes to the Municipal Code.

Attachments:

1. Draft changes to Municipal Code Chapter 2.28

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.28

PARK AND RECREATION BOARD

SECTIONS

2.28.710	Created
2.28.720	Appointment: Terms of Office
2.28.730	Filling of Vacancies
2.28.735	Compensation and Records
2.28.740	Meetings
2.28.750	Organization
2.28.760	Duties of Officers
2.28.770	Functions and Responsibilities

2.28.710 CREATED

For the purpose of maintaining and developing the parks and recreation programs, to advise the city council in such matters, there is created a board of seven (7) people known as the Park and Recreation Board. (Ord. 592, section 1, 1983; Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)

2.28.720 APPOINTMENT: TERMS OF OFFICE

The Park and Recreation Board shall consist of seven (7) members appointed at large within city boundaries. Members shall be appointed in accordance with the City of Stayton Rules of Council to serve two-year terms and may be appointed for any number of terms. Appointments shall be made at the first regularly scheduled city council meeting each year. ~~The mayor will appoint three people to two-year terms and two people to one-year terms; thereafter appointments shall be made as terms expire. The initial appointees shall serve terms expiring December 31, 1984 and 1985, respectively.~~ (Ord. 592, section 2, 1983; Ord. 784, May 18, 1998; Ord. 827, April 16, 2001; Ord. 853, September 2, 2003; Ord. 860, March 15, 2004)

2.28.730 FILLING OF VACANCIES

Appointments to fill (Board member) vacancies shall be for the remainder of the unexpired term. A Board member may be removed by the Mayor for misconduct or nonperformance of duty. A Board member who is absent for three (3) consecutive meetings without an excuse approved by the Park and Recreation Board shall be presumed to be in nonperformance of duty and the Mayor ~~shall~~ may declare the position vacant. Recommendations for misconduct or nonperformance of duty shall be made in writing from the Park and Recreation Board Chair to the Mayor, City Council, and Public Works Director. (Ord. 592, section 3, 1983; Ord. 860, March 15, 2004)

TITLE 2. ADMINISTRATION AND PERSONNEL

2.28.735 COMPENSATION AND RECORDS

The members of the Park and Recreation Board shall serve without pay. (Ord. 860, March 15, 2004)

2.28.740 MEETINGS

1. The Park and Recreation Board shall meet at least once a month on a day determined by the Park and Recreation Board with notification of the scheduled meeting date to be provided to the City Council and public by January 31st of each year. Emergency meetings may be called by the Chair person, provided at least seventy two (72) hours notice is given to the Public Works Director and each member of the Park and Recreation Board. (Ord. 827, April 16, 2001; Ord. 860, March 15, 2004)
2. A majority of the members of the Park and Recreation Board shall constitute a quorum. (Ord. 592, section 4, 1983; Ord. 860, March 15, 2004)
3. All meetings of the Park and Recreation Board shall be open to the public and subject to Oregon's Open Meeting Law (ORS 192.610 to 192.690). (Ord. 592, section 4, 1983; Ord. 827, April 16, 2001; Ord. 874, section 5, 2004)

2.28.750 ORGANIZATION

The Park and Recreation Board shall elect a Chairperson and Vice Chairperson at its first meeting of each year. The meeting shall be staffed, as appropriate, by City staff to ensure meetings are conducted in accordance with the applicable laws and to serve as a resource to the Board. ~~The Chairperson shall appoint a Secretary of the Board at this meeting.~~ (Ord. 592, section 5, 1983; Ord. 860, March 15, 2004)

2.28.760 DUTIES OF OFFICERS

The duties of the officers of the Park and Recreation Board shall be as follows:

1. Chairperson
 - a. Preside at all meetings of the Park and Recreation Board;
 - b. Call meetings of the Park and Recreation Board in accordance with the bylaws and rules;
 - c. Sign correspondence of the Park and Recreation Board.
2. Vice Chairperson. During the absence of the Chairperson the Vice Chairperson shall perform all of the duties of the Chairperson.

TITLE 2. ADMINISTRATION AND PERSONNEL

3. ~~Secretary. The Secretary or designee shall maintain a record of all proceedings of the Board. (Ord. 592, section 6, 1983; Ord. 860, March 15, 2004)~~

2.28.770 FUNCTIONS AND RESPONSIBILITIES

1. General Functions of the Park and Recreation Board

- a. To provide advice to the City Council about major programs, activities and policies related to parks, the Stayton Memorial Pool and recreational activities in the community;
- ~~a.b.~~ To provide input and recommendations on projects and programs that engage the public and enhance parks, pool and recreation opportunities;
- ~~b.c.~~ To provide input and recommendations to the Park and Recreation Plan;
- ~~e.~~ ~~To provide input and recommendations to meet objectives outlined in the Park and Recreation Plan;~~
- ~~d.~~ ~~To keep public officials informed of the status and progress of recreation services;~~
- d. To offer input on financial planning related to parks, pool and recreation
- ~~e.~~ ~~To recommend a sound fiscal plan to achieve park and recreation goals;~~
- e. To recommend an adequate system of park and recreation areas and facilities;
- f. To provide input and recommendations on pool facility improvements, priorities and modifications; and
- g. To actively participate in and support programs and initiatives that enhance community engagement and park improvements~~To provide recommendation for cost effective general operations;~~

2. Specific responsibilities and duties of the board:

- a. Act in an advisory capacity to the City Council, City ~~Administrator~~Manager, and Public Works Director;
- b. Recommend park, pool and recreation service policies to the City Council;
- c. Recommend and advise the City Council on problems of recreational services, facilities, and program issues;
- ~~d.~~ ~~Advise the City Council on the development and maintenance of trails, bikeways and pedestrian ways within the city's parks;~~
- e. Aid in coordinating the parks and recreation services with the programs of other governmental agencies and voluntary organizations;
- f. Review the effectiveness of the parks, pool and recreation program

2.28 Park and Recreation Board

Revised December 06, 2004

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TITLE 2. ADMINISTRATION AND PERSONNEL
with the Public Works Director or the City ~~Administrator~~Manager;

- g. ~~Interpret the policies and functions of the parks and recreation programs to the public~~Serve as an ambassador for the parks, pool and recreation by sharing information and engaging the public and sharing information received from the public with staff and the Coun ;
- h. Aid in the recruiting and coordinating of volunteers for all park and recreation issues, and;
- i. Review draft Park and Recreation Budget prepared by the Public Works Director prior to submittal to the Stayton Budget Committee. (Ord.725, '1, December, 1993; Ord. 860, March 15, 2004)

March 2025 Parks Report

General Maintenance & Repairs:

- Conducted daily morning rounds, restroom checks, and garbage collection.
- Secured picnic tables at Santiam and Pioneer Parks, leaving two at Pioneer unsecured for flexibility.
- Began and completed first mowing cycle of the season at Santiam, Quail Run, Northslope, Community Center, Neitling, and Pioneer Parks.
- Performed repairs to Pioneer Park restroom partitions and ADA picnic tables.
- Continued movement of garbage cans to curbs for easier pickup and transitioned to new receptacles at select parks.
- Removed limbs and storm debris from Pioneer Park.

Equipment & Facilities:

- Installed spray unit on the 2320 tractor with appropriate warning signs and tested functionality.
- Applied herbicide at Community Center Park and made necessary spray unit adjustments.
- Practiced plastic welding for future playground equipment repairs.
- Investigated new plastic welder use for potential slide repairs.
- Took landscape truck and other vehicles for maintenance and fueling.
- Repaired picnic tables and fabricated parts as needed.

Community & Special Projects:

- Delivered playground chips to the elementary school.
- Coordinated with Republic Services regarding new dumpsters and potential relocation of garbage cans.
- Met with Julia and Kendall to discuss Parks budget items.
- Communicated with Varnell's about purchasing trees for upcoming planting in April.
- Participated in City video outreach efforts with Melanie.
- Assisted the Water Department and supported Kendall's pop-up tent project.

Training & Administrative Tasks:

- Dropped off reports and attended Parks Board meeting (1 hour comp time earned).
- Managed phone upgrade issues and coordination through City Hall.
- Reset all clocks operating locking and lighting systems post-Daylight Saving Time.

Time Off & Personnel Updates:

- Utilized comp time (Mar. 7, 10–11) and vacation time (Mar. 12).
- Returned from time off on Mar. 13 and resumed regular duties.

Weather-Related Actions:

- Addressed storm-related issues, including full garbage cans and water accumulation.
- Removed graffiti and replaced trash can lids to prevent rainwater accumulation.

This report summarizes the key activities and progress made throughout March, with a strong focus on seasonal maintenance, equipment upgrades, and park infrastructure improvements.