



**AGENDA**  
**PARKS AND RECREATION BOARD**  
**Tuesday, October 7, 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 September 2, 2025 special joint meeting-**Attachment A**

**4. GENERAL BUSINESS**

- a. Review and acknowledge Aug and Sept Parks Report – **To be distributed at meeting**
- b. Review and acknowledge September Pool Report – **To be distributed at meeting**
- c. Continued discussion of frisbee golf sponsorship/updates – **Attachment B**
- d. Review draft donation policies and suggest modifications – **Attachment C**
- e. Review Adopt a Park policies and suggest modifications **Attachment D**
- f. Receive update on Parklet

**5. OTHER BUSINESS**

- a. Member updates and questions

**6. ADJOURN – Next Meeting, November 4, 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**

### **September 2, 2025 Public Works Conference Room**

**Present:** AJ Westlund, Chair  
Tricia Hafner  
Nick Raba  
Dan Brummer

**Absent:** Marco Levario and Jared Burns

**Staff:** Julia Hajduk, City Manager; Bob Parsons, City of Stayton Parks; and Barry Buchanan, Interim PW Director

**Guest(s):** None

**CALL TO ORDER:** Chair Westlund called the meeting to order at 6:00 pm.

#### **COMMENTS FROM THE PUBLIC:**

None

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

Minutes of July 1, 2025 approved. Motion made by Tricia Hafner, seconded by Nick Raba and approved 4 to 0.

Minutes of July 7, 2025 special meeting approved. Motion made by Dan Brummer, seconded by Tricia Hafner and approved 4 to 0.

#### **GENERAL BUSINESS:**

- a. Review and acknowledge July Parks Report – The Board members reviewed and acknowledged the July Parks report. The August report will be included in next month's packet
- b. Review and acknowledge July and Aug Pool Report – The Board members reviewed and acknowledged the July and August Pool report
- c. Review and comment on Park and Pool Levy presentation – Julia reviewed the draft presentation with information on the parks and pool levy and asked for input. The Board members discussed writing a letter for the voter's pamphlet. Nick Raba will lead the activity on organizing this.

Julia also shared the fact sheet that had been prepared and it was suggested that this be included in the utility bill mailer.

- d. Discussion of frisbee golf sponsorship/updates – The Board discussed the draft letter and made some suggested modifications. Bob provided details of the proposed signage changes. Board members suggested adding a QR code for map of the full site, allowing feedback, etc. The sponsorship amount was discussed and still needs to be confirmed, but it was suggested to be between \$200-\$250 per year.
- e. Review draft donation policies and suggest modifications – Tabled for discussion next time.
- f. Review Adopt a Park policies and suggest modifications - – Tabled for discussion next time.

**OTHER BUSINESS:**

None

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



# City of Stayton

## Department of Administration

362 N. Third Avenue • Stayton, OR 97383  
Phone: (503) 769-3425 • Fax (503) 769-2134

[Date]

[Name of Sponsor]

[Address]

Dear [Sponsor Name],

On behalf of the City of Stayton and the Stayton Parks and Recreation Board, I would like to thank you for your past support of our Frisbee Golf Course. Your generosity played an important role in establishing this facility that is such an amenity and draw for the community. The course was first established in \_\_\_\_ and, overtime, the course has required maintenance and upgrades to ensure it continues to function as intended. Over time, the original sponsorship signs and tee signs have faded and the Parks Board is looking to make updates.

We are excited to share that we are launching a new Signage and Sponsorship Program. This updated program is designed to ensure consistency in signage throughout the course, provide clear recognition for our sponsors, and establish a funding structure that helps cover the costs of maintaining the course in its entirety—including signs, tees, and related amenities.

As one of our original course sponsors, we would like to extend to you the first right of refusal to continue your sponsorship under this new program before we open opportunities to others. Sponsorships will now be offered in defined terms, with the term length and amount intended to ensure ongoing maintenance and sustainability.

In the coming weeks, we will be finalizing program details, including sponsorship levels, term lengths, and recognition standards. We would be happy to discuss these with you and answer any questions you may have about continuing your partnership with us.

Thank you again for your commitment to our parks and community. We hope you will continue with us in this new chapter of the program.

Sincerely,

Julia Hajduk  
City Manager

*THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER*

### **POLICE**

386 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-3423  
FAX (503) 769-7497

### **PLANNING**

362 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-2998  
FAX (503) 767-2134

### **PUBLIC WORKS**

362 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-2919  
FAX (503) 767-2134

### **WASTEWATER**

950 JETTERS WAY  
STAYTON, OR 97383  
(503) 769-2810  
FAX (503) 769-7413

### **LIBRARY**

515 N. FIRST AVENUE  
STAYTON, OR 97383  
(503) 769-3313  
FAX (503) 769-3218

## Parks Board Donated Structures Policy Framework

**1. Purpose** The purpose of this policy is to establish clear guidelines and expectations for the donation, acceptance, and maintenance of structures within city parks. This policy applies to both existing donated structures that are aging and becoming unsightly and new donations that may be considered for future acceptance.

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## 2. Definitions

- **Donated Structure:** Any physical item or facility (e.g., benches, gazebos, playground equipment, statues) donated by individuals, organizations, or businesses to the city for placement in a public park.
  - **Aging Structure:** A donated structure that has been in place for a significant period and is showing signs of wear, deterioration, or obsolescence, leading to an unsightly or unsafe appearance.
  - **Unsightly Structure:** A structure that, due to age or lack of upkeep, detracts from the aesthetic quality of the park and may no longer align with the park's design or community standards.
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## 3. Policy for Existing Donated Structures

- **Maintenance and Repair of Aging or Unsightly Structures:**
  - **Annual Review:** The Parks Board will conduct an annual review of all donated structures, assessing their condition with a focus on both safety and aesthetic quality.
  - **Criteria for Unsightliness:** A structure may be deemed unsightly based on several factors, including peeling paint, rust, excessive wear and tear, outdated design, or materials that no longer align with current park standards.
  - **Respect for Original Donor:** The city values the original donor's intent and wishes, and every effort will be made to maintain the integrity of their donation. However, if the structure is deemed to be deteriorating or outdated, the donor or their family will be approached with the option to upgrade or replace the structure to meet current standards.
  - **Notice of Deterioration:** If a structure is identified as unsightly or deteriorating, the Parks Board will send a formal notice to the donor (if known) or their heirs, respectfully requesting that they contribute to an upgrade or replacement of the structure.
  - **Upgrade or Removal:** If no response is received or an agreement is not made to upgrade or replace the structure, the Parks Board may proceed with removal or replacement after a reasonable time period.
- **Financial Responsibility for Upgrades:**

- Donors will be given the option to fund repairs, upgrades, or replacement of their donated structure to bring it up to current standards. If the donor is unable or unwilling to fund these improvements, the city may seek other funding sources, including grants, to facilitate the upgrades.
- If the structure is no longer viable or desired for upgrades, the city will work with the donor or their family to find a respectful solution.

#### 4. Policy for Accepting New Donations

- **General Requirements for Donations:**
    - All donations of structures must meet the city's aesthetic, functional, and safety standards.
    - Donors must provide written documentation that outlines the specific details of the donated structure, including design, materials, dimensions, and any maintenance requirements.
    - The Parks Board reserves the right to decline any donation that does not align with city goals, park master plans, or is deemed unsafe or inappropriate for public use.
  - **Evaluation and Approval Process:**
    - **Initial Review:** The Parks Board will review each donation offer to ensure it aligns with the park's needs, themes, and long-term planning goals.
    - **Site Approval:** A site analysis will be conducted to ensure that the proposed structure will fit within the park's design, not interfere with existing amenities, and comply with accessibility guidelines.
    - **Funding and Maintenance:** Donors must agree to assume full responsibility for the costs of installation, maintenance, and any necessary repairs for a specified period (e.g., five years). After this period, the city will evaluate whether to continue maintenance, transfer responsibilities, or remove the structure.
  - **Ownership and Liability:**
    - The city will retain ownership of all donated structures and will hold the liability for any damage or injury arising from the structure after installation.
    - Donors are required to sign a formal agreement that transfers ownership of the donated structure to the city.
  - **Recognition and Acknowledgment:**
    - Donors may be offered appropriate recognition for their donation, such as a plaque or sign, in line with the city's standard practices for park donations.
    - However, recognition must not overshadow the public use or impact of the structure and must adhere to the city's guidelines for public art and signage.
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#### 5. Maintenance of Donated Structures

- **Maintenance Standards:** All donated structures must adhere to the city's regular maintenance standards. Regular inspections will be conducted to ensure safety and quality. If the donated structure requires more frequent maintenance than the city can

afford, the Parks Board will work with the donor to establish a maintenance plan or alternative funding options.

- **Liability:** The city will assume liability for structures once they are accepted and installed, though donors may be required to maintain insurance coverage for specific high-risk items (e.g., large sculptures or play equipment).
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## 6. Removal or Modification of Donated Structures

- **Removal Due to Safety, Liability, or Aesthetic Concerns:**
    - If a donated structure becomes unsafe, unmaintainable, unsightly, or poses a liability to the city, the Parks Board will notify the donor (if applicable) and provide them with an opportunity to address the issue. If no resolution is reached, the structure may be removed or replaced.
    - Aesthetic concerns, such as a structure becoming outdated or no longer aligning with the park's design, will be handled in a similar fashion, with an emphasis on respecting the donor's legacy while maintaining the park's overall appearance and functionality.
  - **Alteration Requests:** Donors or the community may request alterations to existing structures. Such requests must be submitted in writing and will be considered in line with park goals and city guidelines.
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**7. Conclusion** This policy ensures that both the maintenance of existing donated structures and the acceptance of new donations align with the city's broader park planning goals. It balances respect for the donor's intentions with the need to maintain the aesthetic, safety, and long-term sustainability of the park environment.

# City of Stayton Adopt-a-Park Program

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## Adopt-a-Park Application Form

Thank you for your interest in helping care for Stayton's parks! Please complete the following application form. Once reviewed, City staff will contact you to discuss next steps and schedule an orientation.

### 1. Contact Information

Name of Individual or Organization: \_\_\_\_\_

Primary Contact Name (if group): \_\_\_\_\_

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

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

### 2. Group Information (if applicable)

Estimated number of volunteers: \_\_\_\_\_

Age range of participants: \_\_\_\_\_

### 3. Preferred Park or Area to Adopt

Please indicate the park or area you would like to adopt:

\_\_\_\_\_

### 4. Volunteer Commitment

- Minimum 1-year adoption period
- Monthly garbage pickup
- At least 4 service events annually
- Submission of annual report to the Parks Board

Do you agree to meet these commitments? ☐ Yes ☐ No

### 5. Volunteer Agreement & Waiver

By signing below, I agree to follow all City safety guidelines, complete the required orientation, and ensure that all participants in my group understand and follow the rules of the Adopt-a-Park Program. I understand that participation is voluntary and at our own risk.

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

(For group applications) Title/Role: \_\_\_\_\_



**Submit Completed Forms To:**

City of Stayton Public Works Department

Attn: Parks Program Coordinator

[Insert Address]

[Insert Email Address]

[Insert Website or Online Submission Info if applicable]

# City of Stayton Adopt-a-Park Program

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## Volunteer Safety Guidelines

Thank you for volunteering to help maintain and improve Stayton's parks! To ensure a safe and positive experience for everyone involved, please follow these general safety guidelines during your volunteer activities.

### General Expectations

- All volunteers must be registered with the City before participating in Adopt-a-Park activities.
- Minors must be supervised by a responsible adult at all times.
- Volunteers must conduct themselves in a safe, courteous, and respectful manner at all times.

### Personal Safety

- Wear appropriate clothing for the weather and activity (long pants, closed-toe shoes, gloves, hats, etc.).
- Bring water and stay hydrated.
- Apply sunscreen and take regular breaks as needed.
- Do not overexert yourself; know your limits and ask for help when needed.
- Volunteers who are feeling ill or have been exposed to communicable diseases should not participate.

### Working Safely

- Use tools and equipment only as instructed or trained.
- Never use power tools unless specifically approved and trained to do so.
- Avoid lifting heavy items alone; use team lifting techniques or ask for assistance.
- Be aware of your surroundings, especially when near roadways, steep slopes, or waterways.
- Do not disturb wildlife or remove natural materials (unless specifically part of the work plan).

### Litter & Waste Removal

- Wear gloves at all times when picking up litter.

- Use a litter grabber or similar tool for sharp or hazardous objects (e.g., glass, needles, or metal).
- Do not touch or pick up syringes, needles, or biohazardous waste. Mark the location and notify City staff immediately.
- Place all trash in appropriate receptacles or as directed by City staff.

### **Hazard Reporting**

- Immediately report any:
  - Broken equipment or playground hazards
  - Vandalism or graffiti
  - Unsafe trail or park conditions
  - Suspicious activity
- Use the contact information provided in your orientation packet to report issues.

### **Emergency Procedures**

- In case of a medical or other emergency, call 911 immediately.
- Know the address or location of the park before beginning your activity.
- Have a cell phone readily available.
- Report all incidents to City staff as soon as safely possible.

### **Weather & Environmental Conditions**

- Do not conduct work during:
  - Thunderstorms or lightning
  - Excessive heat or poor air quality
  - Heavy rain or flooding
- Reschedule activities if weather or environmental conditions pose a safety risk.

### **COVID-19 & Communicable Disease Precautions**

- Follow all current local and state health guidelines.
- Maintain appropriate distance when working in groups unless members are from the same household.
- Do not share gloves, water bottles, or personal tools.


### Contact Information

For questions, assistance, or to report a concern, please contact:

Parks Program Coordinator

City of Stayton Public Works Department

 [Insert Phone Number]

 [Insert Email Address]

# City of Stayton Adopt-a-Park Policy

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Adopted [Insert Date]

## **I. Purpose**

The City of Stayton's Adopt-a-Park Program encourages civic involvement and fosters community pride by engaging residents, service groups, businesses, and organizations in the care and stewardship of the City's parks, trails, and open spaces. This program offers an opportunity to make a tangible difference while supplementing City maintenance efforts.

## **II. Goals**

- Promote safe, clean, and welcoming public spaces.
- Strengthen partnerships between the City and community members.
- Encourage consistent community involvement in park care.
- Provide additional care and attention to areas not routinely serviced by City staff.

## **III. Eligibility**

Eligible participants include:

- Individuals (age 18+ or with adult supervision)
- Families
- Neighborhood associations
- Civic groups or service clubs
- Schools and youth organizations
- Churches or faith-based groups
- Local businesses and nonprofit organizations

## **IV. Commitment**

Participants must commit to:

- A minimum one-year adoption period (renewable annually)
- A minimum of four service activities per year

- Monthly garbage pickup in the adopted park or space
- Designation of a primary point of contact or team leader
- Attendance at an annual orientation and agreement to City guidelines
- Submittal of a brief written report to the Parks Board each spring, summarizing volunteer efforts, observations, and recommendations

## **V. Responsibilities**

Adopting Party Will:

- Perform routine tasks, including:
  - Litter pickup (at least monthly)
  - quarterly
    - Weeding and invasive plant removal
    - Minor landscaping or seasonal plantings (with approval)
    - General cleanup or beautification
    - Reporting vandalism, hazards, or maintenance needs
- Provide a record of service including dates, volunteer hours, and activities
- Coordinate volunteers and ensure safety measures are followed
- Submit an annual report to the City (due in April) for presentation to the Parks Board

City of Stayton Will:

- Coordinate with adopters to establish appropriate work plans
- Provide tools, safety gear, and materials (as available)
- Offer training and guidance for volunteers
- Recognize adopters with signage after one year of participation
- Feature adopters in City newsletters or social media when appropriate
- Track participation and share feedback with the Parks Board

## **VI. Limitations**

- Participation does not grant exclusive use or control of the park.
- Structural changes, installations, or events must receive prior City approval.

- Volunteers must follow all safety guidelines and rules provided by City staff.
- The City reserves the right to suspend or terminate any adoption due to inactivity, safety concerns, or misuse.

## **VII. Application Process**

1. Complete an Adopt-a-Park Application (available online or at City Hall).
2. City staff will review the request and schedule a site visit and orientation.
3. A Volunteer Agreement will be signed outlining roles, safety protocols, and expectations.
4. Once approved, the group may begin service and will be provided tools and coordination support.

## **VIII. Contact**

For more information or to get involved, please contact:

City of Stayton Public Works Department

[Insert Phone Number]

[Insert Email Address]

[Insert Website URL]