



AGENDA
PARKS AND RECREATION BOARD
Tuesday, November 4, 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 September 2, 2025 and October 7, 2025 minutes -**Attachment A**

4. GENERAL BUSINESS

- a. Review and acknowledge October Parks Report – **To be distributed at meeting**
- b. Review and acknowledge October Pool Report – **To be distributed at meeting**
- c. Continued discussion of frisbee golf sponsorship/updates
- d. Review and provide recommendations on Recreational Trails Project grant
- e. Levy update

5. OTHER BUSINESS

- a. Member updates and questions

6. ADJOURN – Next Meeting, December 2, 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

October 7, 2025
Public Works Conference Room

Present: AJ Westlund, Chair
Nick Raba
Dan Brummer

Absent: Marco Levario, Jared Burns, Tricia Hafner

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 6:04 pm. There was not a quorum

COMMENTS FROM THE PUBLIC:
None

REVIEW AND APPROVAL OF MINUTES:
Minutes of September 2, 2025 were not voted on due to lack of a quorum.

GENERAL BUSINESS: While there was not a quorum, the members present discussed and provided general input to staff on the following agenda items:

- a. Review and acknowledge Aug and Sept Parks Report – The members present reviewed and acknowledged the Parks report.
- b. Review and acknowledge September Pool Report - The members present reviewed and acknowledged the Pool report
- c. Continued discussion of frisbee golf sponsorship/updates – Julia reviewed the draft letter and received confirmation that the Board agreed that a \$250 sponsorship was good (based on discussion at the prior meeting). Julia indicated the City would send a letter to the known sponsors for existing holes and give them the first right of refusal for the new sponsorship signs. Bob shared that new signs have been ordered and it will allow for a bumper sticker type sign for the sponsors so it can be updated annually.

- d. Review draft donation policies and suggest modifications – Julia reviewed the draft policies and received input. Due to lack of quorum, she stated she would bring the revised policies back for additional comment at the next meeting. She also noted that the City will likely be expanding the policy to include donations beyond parks, therefore, the Parks and Rec Board is being asked to provide input but not approval.
- e. Review Adopt a Park policies and suggest modifications – The group reviewed and provided comments. Bob has signs ready to go and we hope to launch the program through social media and other outreach efforts in the near future. Julia noted that we will wait until after the levy election to avoid any confusion.
- f. Receive update on Parklet – Barry provided an update on the Parklet. He informed the group that the furniture has been bolted to the bridge and a bikeway has been painted. He stated the parklet will remain year-round at this point.

OTHER BUSINESS:

Julia informed the group that Jared Burns announced his resignation from the Board due to being deployed.

ADJOURN – The meeting was adjourned at 7:00 pm. The next meeting is scheduled for November 4, 2025 @ 6pm



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