



AGENDA
PARKS AND RECREATION BOARD
Tuesday, July 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 June 3, 2025 Minutes -**Attachment A**

4. GENERAL BUSINESS

- a. Review and acknowledge June Parks Report – To be handed out at meeting
- b. Review and acknowledge June Pool Report - To be handed out at meeting
- c. Recap of Hiking lecture series
- d. Discussion of donated structures policy/assessments
- e. Review Adopt a Park policies and suggest modifications **Attachment B**
- f. National Night Out
- g. Park and Pool Levy update

5. OTHER BUSINESS

- a. Member updates and questions

6. ADJOURN – Next Meeting, August 5, 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

June 3, 2025

Public Works Conference Room

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

Absent: Pam Pugsley and Jared Burns

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

REVIEW AND APPROVAL OF MINUTES:

Minutes of May 6, 2025 approved. Motion made by Mr. Brummer, seconded by Mr. Raba and approved 4 to 0.

Follow-up questions from Minutes: none

GENERAL BUSINESS:

- a. Review and acknowledge May Parks Report – The board members reviewed and acknowledged the Parks Report
- b. Review and acknowledge May Pool Report – Julia noted that there was not yet a pool report and she would work with staff to get information for the Board going forward.
- c. Update on hiking readiness classes – Julia handed out the flyers for the upcoming classes and asked everyone to help share the information. There was discussion among the group of where flyers could be shared.

- d. Receive update on walk guide proposal – No update this week. Will be carried forward.
- e. Discussion of donated structures policy – Julia shared about the assessment form and asked for input. Parks Board members will use the form to assess the donated items in parks and will get their assessment to Julia who will compile information for the next meeting.

She also shared a draft policy for existing donated items and going forward.

There was discussion of what will happen next after the assessments. Staff will try to provide cost estimates and come with some possible recommendations. There will be more discussion of policies and next steps after the assessments are completed.

- f. Update from Nick Raba on disc golf signs - It was decided this topic is related to the donated structures policy and was therefor covered in that discussion.
- g. Review Adopt a Park policies and suggest modifications - The Board discussed the existing policies and generally agreed that more strctre was needed. There was discussion of not allowing the adpotiong to be on-going and limiting it to one year at a time. The Board agreed that reports were needed to document whas was done. The group also discussed expectations of park adopters. They thotuhg twice a month general clean up was appropriate but also wanted to add an expectation of quarterly “deep cleans” as well as helping clean up after stomrs. The Board agreed that the focus should be on clean up and that anything that would require tools to do should go to the Parks Board for approval to determine if it was a good, sustainable project.

The Board asked Julia to look at policies from other jurisdictions.

- h. Review of street trees and tree removal policies status – The Board discussed the materials in the packet. After much discussion, it was determined that the Board does want to be involved in the discussion of trees as appropriate, but changes to the code are not needed. Julia will make it clear to PW staff the expectation that trees removed within parks should generally be replaced within the park, noting however, that they can be in a different location.

OTHER BUSINESS:

Mr. Brummer asked if there should be a general policy to shoot for all walkways and paths to be ADA accessible and questioned if we should work to ensure the Riverfront park path was ADA accessible. It was decided this would be added to the agenda for the next meeting.

ADJOURN – The meeting was adjourned at 7:00 pm. The next meeting is scheduled for July 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: July 1, 2025
SUBJECT: Adopt-A-Park Program

At our last meeting, we began discussion of updating the Adopt-A-Park policies. There was general consensus that the Board wanted to have the program and that it could be successful with better outreach and clear expectations. The Board asked me to look at the existing programs for other jurisdictions, including Marion County. I reached out to Marion County and they do not currently have a program. That said, there are a number of cities that do have programs and staff developed the attached draft policy with input from existing programs. Corvallis operates an Adopt-a-Path program focused on shared-use paths. Volunteers commit to three cleanups per year and follow formal reporting procedures.

City of Stayton Adopt-a-Park Policy

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]