



**Version 2 - AGENDA
PARKS AND RECREATION BOARD
Tuesday, May 5, 2026
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 Susan Bender at sbender@staytonoregon.gov to receive an invitation to the online meeting.

CALL TO ORDER 6:00 pm

ATTENDANCE:

NAME	INITIALS	PRESENT	ABSENT
BOARD MEMBERS			
AJ Westland, Chair	AJ		
Nick Raba	NR		
Dan Brummer	DB		
Nancy Morris	NM		
Robert Murakami	RM		
Tricia Hafer	TH		
Marco Levario	ML		
COUNCIL REPRESENTATIVES			
Steve Sims, Council Liaison	SS		
Lenard Hays, Council Understudy	LH		
STAFF REPRESENTATIVES			
Barry Buchanan, IPWD	bb		
Bob Parsons, Parks Super	BP		
VISITORS/GUESTS			

- 1. ELECTION of Vice Chair, APPOINTMENT of Secretary**
 - a. Title 2, Chapter 28, Section 760, paragraph 2 & 3 of the Municipal Code requires in addition to a Chair a:
 - i. Vice Chair, and a
 - ii. Secretary or designee
 - b. Title 2, Chapter 28, Section 750 of the Municipal Code - Board elects Chair and Vice Chair, annually

- c. Ord. 592 (1983) ratified by Ord. 860 (2004) requires the appointment of a secretary by the elected chair
- d. Nomination and Election of Vice Chair – from the board
- e. Appointment by Chair of Secretary or designee – anyone

2. PUBLIC COMMENT

3. PRESENTATIONS

4. MEETING MINUTES

- a. Approval of April 7 minutes -**Attachment A**

5. REVIEW

- a. April Parks Report – **Attachment B**
- b. April Pool Report – **Attachment C**
- c. Action List – **Attachment D**
- d. Issues List – **Attachment E**

6. GENERAL BUSINESS

- a. Review Parks Boards - Roles, Responsibilities, and Authority
- b. Initiate/Prepare/Agree Parks Board – Vision, Mission, Goals, 1, 2, 5-year plan
- c. Community Garden

7. OTHER BUSINESS

- a. Member updates and questions

8. ADJOURN ... 7:00 pm

9. Next Meeting, June 2, 2026 @ 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 Council–Appointed Parks & Recreation Board

1 Role → Responsibilities → Authorities → Governance

The Parks and Recreation Board provides informed, community-based recommendations to the City Council to support the planning, funding, and stewardship of safe, accessible, and sustainable parks and recreation services.

- **Role:** Advise and represent the community
- **Responsibilities:** Review, recommend, communicate, and advocate
- **Authority:** Advisory only—no operational or financial control

Governance Principles ... to function effectively, the Board should operate under:

- Clear alignment with Council priorities
- Respect for staff roles and professional expertise
- Focus on policy, strategy, and outcomes—not operations
- Evidence-based recommendations (data, LoS, risk, asset condition)
- Transparency and public accountability

2 Role (Why the Board Exists)

The Parks and Recreation Board serves as an **advisory body to the City Council**, providing informed, community-based input on the planning, development, operation, and stewardship of parks, recreational programs, and related facilities (e.g., pool, open space, trails).

Core Role Statement:

To represent community interests and provide recommendations that support safe, accessible, sustainable, and well-managed parks and recreation services.

3 Responsibilities (What the Board Does)

3.1 Strategic & Planning Responsibilities

- Review and recommend:
 - Parks & Recreation Master Plans
 - Capital Improvement Plans (CIP)/Capital Expenditure Plan (CapEx) and Operational Optimization Plan (OpEx) related to parks and pool facilities
 - Long-term asset management strategies (aligned with Risk prioritization, LoS and 3CE, SEE+O&M principles)
- Provide input on:
 - Future park acquisition, development, and upgrades
 - Recreational program priorities and community needs

3.2 Advisory to Council

- Make formal recommendations to the City Council on:
 - Policies affecting parks and recreation services

- Prioritization of capital projects and funding needs
- Fee structures (e.g., pool use, facility rentals)
- Serve as a sounding board for Council on emerging issues

3.3 Community Liaison

- Act as a **two-way communication bridge** between:
 - The community
 - City staff and Council
- Gather and reflect community values, concerns, and expectations
- Promote transparency and public understanding of parks initiatives

3.4 Oversight & Performance Awareness (Non-Operational)

- Monitor (not manage) system performance, including:
 - Levels of Service (LoS)
 - Asset state and major risks (e.g., aging pool systems, safety issues)
- Review reports from staff on:
 - Operations and maintenance activities
 - Program participation and outcomes
- Support a “**No Shame – No Blame**” culture of continuous improvement

3.5 Advocacy & Stewardship

- Advocate for:
 - Sustainable funding and investment in parks and recreation
 - Protection and enhancement of community assets
- Encourage volunteerism, partnerships, and community involvement

4 Authority (What the Board Can and Cannot Do)

4.1 Authority Granted

The Board’s authority is **advisory only**, unless explicitly expanded by ordinance or resolution.

Typically authorized to:

- Make recommendations to City Council
- Review plans, policies, and budgets related to parks and recreation
- Request information and reports from staff through proper channels
- Conduct public meetings and gather community input

4.2 Limitations (Critical Clarity)

The Board **does NOT have authority to:**

- Direct or supervise City staff
- Commit or expend City funds
- Approve contracts or capital projects
- Establish binding policy (this rests with Council)

- Intervene in day-to-day operations or maintenance activities

4.3 Relationship with Staff

- Staff (e.g., Public Works, Parks, Pool Operations) are responsible for:
 - Implementation
 - Operations
 - Technical analysis
- The Board:
 - Reviews and advises
 - Does not manage or direct staff

5 Governance Principles

To function effectively, the Board should operate under:

- **Clear alignment with Council priorities**
- **Respect for staff roles and professional expertise**
- **Focus on policy, strategy, and outcomes—not operations**
- **Evidence-based recommendations** (data, LoS, risk, asset state (3CE))
- **Transparency and public accountability**

1 Vision → Mission → Goals → Objectives

- **Vision** = Where we want to be - Destination
- **Mission** = Why we exist and what we do now - Purpose
- **Goals** = What we must achieve to get there - Priority
- **Objectives** = How we deliver it - Actions

2 Vision

The **Vision** defines *what the Board aspires to become in the future*. It is a forward-looking statement of success.

- Future-focused
- Inspirational and directional
- Sets the long-term destination

Example:

“To create vibrant, inclusive parks and aquatic spaces that enhance quality of life and serve as valued community destinations.”

3 Mission

The **Mission** defines *why the Board exists today*. It describes the core purpose, who you serve, and what you do.

- Present-focused
- Practical and operational
- Anchors day-to-day decisions

Example:

“Provide safe, accessible, and well-maintained parks and aquatic facilities that support recreation, health, and community wellbeing.”

4 Goals

Goals are broad outcomes that move you toward the Vision. They translate Mission and Vision into key areas of focus.

- Mid- to long-term
- Qualitative (sometimes semi-quantitative)
- Strategic in nature

Example:

- Improve safety and accessibility across all parks and pool facilities
- Enhance community use and participation in recreational programs
- Extend the useful life and performance of park and pool assets

- Improve operational efficiency and sustainability of facilities

5 Objectives

Objectives are **specific, measurable actions or targets** that achieve the Goals.

- Short- to medium-term
- Quantifiable and time-bound
- Directly actionable

Example:

- Replace or refurbish 100% of non-compliant ADA park features within 3 years
- Reduce pool downtime due to mechanical failures to less than 2% annually
- Increase participation in pool programs by 15% over 2 years
- Complete condition assessments (3CE) for all park assets by end of FY2027
- Reduce annual maintenance response time for park repairs to under 48 hours



MINUTES
PARKS AND RECREATION BOARD
Tuesday, April 7, 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
Robert Murakami RM

Absent: Tricia Hafner TH
Marco Levario ML

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. APRIL 7th MEETING MINUTES

- a. Reviewed and approved
- b. Motioned to accept by NM
- c. Second by DB
- d. Minutes Approved (5-0)

4. REVIEW

- a. March - April Parks Report – **Attachment B – no comments**
- b. March - April Pool Report – **Attachment C – no comments**
- c. Action List – **Attachment D – reviewed as attached**
- d. Issues List – **Attachment E – reviewed as attached**

5. GENERAL BUSINESS

- a. Tabled Park Board Roles, Responsibilities, and authorities for review and comment at next meeting. SS to look for historic documents and provide for comparison, review, and comment.
- b. Tabled Parks Board Vision, Mission, Goals and 5-year plan for review and discussion at next meeting.
- c. DB tabled and discussed documentation associated with:
 - i. River Front Trail Guide
 - ii. A tour of Old Downtown Stayton
 - iii. Description of Pioneer Park
 - iv. The Lumberman's Bateau Project

These documents are to be uploaded to the city web site.

6. OTHER BUSINESS - Additional Items Added:

- a. Pioneer Park Swimming hole:
 - a. A steel spike has been noted at the old swimming hole water edge ... need to be removed to prevent accidents.
- b. Parks Tables Donation:
 - a. Fretes have donated 2 wooden park bench tables. BP will collect and locate in the Freres pavilion
- c. Santiam pavilion restoration:
 - a. Post replacement on hold until further funds are available.
- d. Millcreek Park:
 - a. In general park is presentable
 - b. Wood chips are to be provided for trail maintenance.
- e. Arbor day April 22nd.
 - a. Trees to be planted at the:
 - i. Community Center,
 - ii. Quail Run, and
 - iii. Westtown Parks
- f. Quail Run:
 - a. Gravel replacement on hold
 - b. Fence to remain for term of rental but play area open for use.
- g. Levy Support:
 - a. NR provided an update of levy activities and requested ongoing support for door knocking, sign distribution, and community involvement.

7. ADJOURN ... 7:00 pm

8. Next Meeting set for, May 5, 2026 @ 6pm



ATTACHMENT D

PARKS BOARD ACTION LIST ...

No.	Meeting Date:	Action Title:	Action Description:	Assigned to:	Due Date:	Complete Date.
1	Feb 3, 2026	Stakeholders Presentation	Circulation of the Pres. to Board Members	bb	ASAP	✓
2	Feb 3, 2026	Funds Commitment	Confirm funds from Friends of the Pool – Cannot participate – Alternatively the Swim team has donated \$2K to Keep Stayton Livable for use associate with vote Yes in the Parks and Pool Levy	NR	ASAP	✓
3	Feb 3, 2026	Library Strategy	Find out what strategies work for the Library Levy success	bb	ASAP	✓
4	Feb 3, 2026	Quail Run Media Change	Find volunteers to support fall material change	NR	On hold	
5	Feb 3, 2026	Outreach	Contact Friends of ... Pool, Library, RDS	NR	ASAP	
6	Feb 3, 2026	Board Representation	Request to have a Pool representative attend Board mtgs	ML	ASAP	
7	Mar 3, 2026	Levy Support	Nick, Marco, David, Jordan, Pam have formulated a Citizen’s based support team for the Levy (Not associated with Board activities). They are working towards 1) Trifold leaflet, 2) Wed site Video, 3) Garden signs, 4) door hanger.	NR	ASAP	
8	Mar 3, 2026	Pool Users Insurance	Confirm monies are being collected from insurance companies for Silver Slipper etc. pool users	bb – James Brand	April 7.	✓
9	Mar 3, 2026	Car Show in Park	Confirm who is asking to hold the Car show. Confirm they are only wanting to use Mill Creek (why?) Check with Russ Auto on historic Shows	bb.	April 7	
10	Mar 3, 2026	Roles, Responsibility, Authority, Governance – Vision, Mission, Goals and Objectives	Provide a document that defines these terms Provide a document that introduces V/M/G/O	bb	April 7	✓



11	Mar 3, 2026	Ping Pong Table	Board to Vote on location for table. AJ to let bb Know, bb to instruct staff accordingly – Table located on old swing ball pad	AJ – bb - Staff	ASAP	✓
12	Mar 3, 2026	Quail Run Park	Staff close play area, remove, repair, and reinstate damaged equipment. Staff to rake gravel for best available fall protection distribution, reopen area/remove fence.	bb- staff	Within the month	✓
13	Mar 3, 2026	Fund Raising	Board reviewing suggestions and make appropriate recommendations	AJ - Board	Ongoing	
14	Mar 3, 2026	New Member	Board to renew nominees and make recommendation to Council (Council accepted Robert Murakami's nomination)	AJ - Board		✓
15	April 7, 2026	RRA Review	Review Board Documentation wrt, Rolls, Responsibility, Authority	Board	May 4, 2026	
16	April 7, 2026	Remove steel spike	Staff to investigate and remove steel spikes from Pioneer Park (Coordinate with DB/ML)	BP	ASAP	
17	April 7, 2026	Freres Tables	Collect wooden tables from Freres sand place in Freres pavilion. Move existing table in pavilion at new River front Park	BP	ASAP	
18	April 7, 2026	Arbor Day	Coordinate and participate in Arbor day activities	All	April 22, 2026	
19						



ATTACHMENT E PARKS BOARD ISSUES LIST ...

No.	Issue Description	Agreed Resolution	Impact: Time/\$:00/Other	Approved by:	Approval date:
1	Where to Locate Cornhole set #1?	Adjacent to Playground area	\$0:00	Board	Feb3, 2026
2	Will the City Support Cornhole Cost Overrun	Yes, but not required.	\$300:00	bb	Feb 7, 2026
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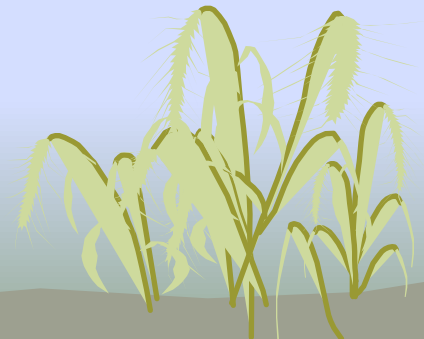
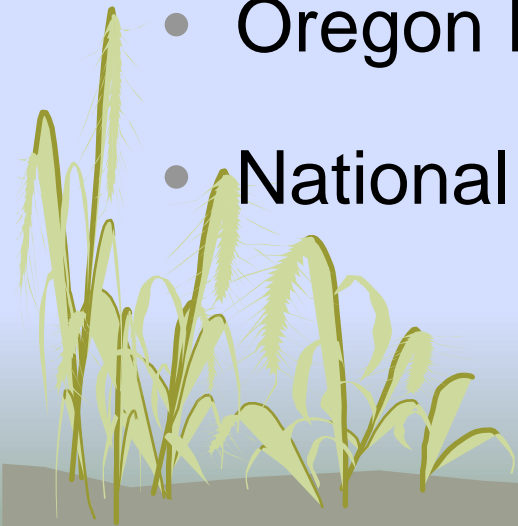
Stayton Parks Board

Effective Governance



Purpose

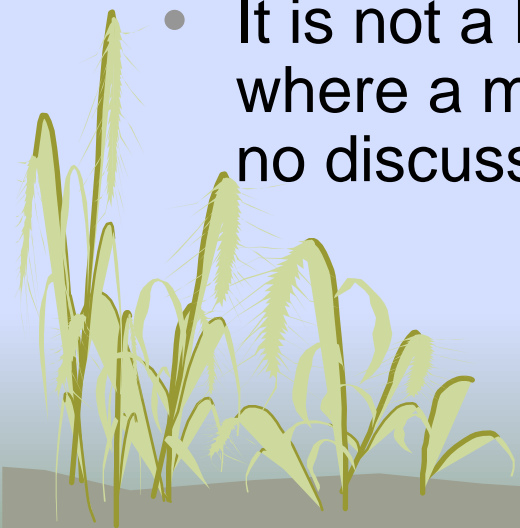
- Open Meetings Law – *ORS 192.660*
- Parks Board Duties – *SMC 2.28*
- Effective Meeting Strategies
- Oregon Ethics Law
- National Civic Index



Open Meetings Law Requirements

ORS 192.660

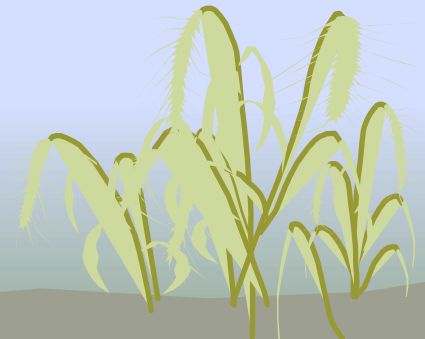
- What is a Public Meeting?
- A Public Meeting occurs if a quorum of Parks Board is present & public business is discussed.
- It is not a Public Meeting if there is a social gathering where a majority of members are present and there is no discussion or deliberation on public business.



Open Meetings Law Requirements

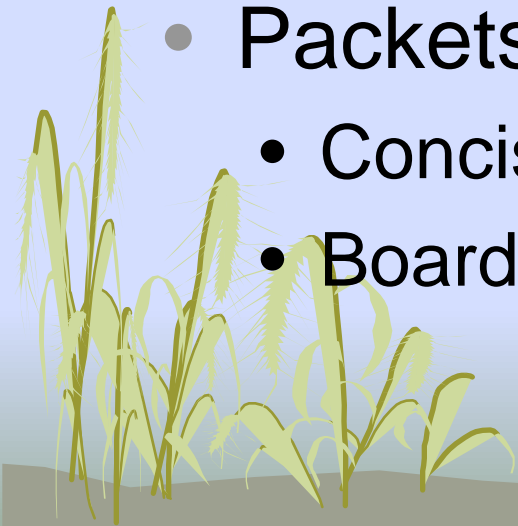
ORS 192.660

- Public Notice
 - Actual Notice to media & interested parties
 - Not less than 24 hours before meeting
 - Written Agenda available
- Open to the Public
 - Public Location within Jurisdiction
 - Accessible to Disabled



Agendas & Packets

- Board Chair & Staff Outline Agenda
- Use a Standard Format
- Packets (5 to 7 days advance)
 - Concise Staff Reports
 - Board should expect Staff Recommendations



Open Meetings Law Requirements

ORS 192.660

- All Votes are Public Votes in Open Session
- Minutes
 - Members present
 - Motions & Results of All Votes
 - Substance of Discussion
 - References to Documents Discussed/Reviewed
- Executive Sessions – Limited Purposes
 - Parks Board will normally not have Exec Sessions

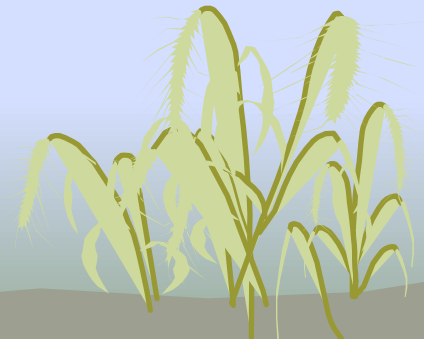
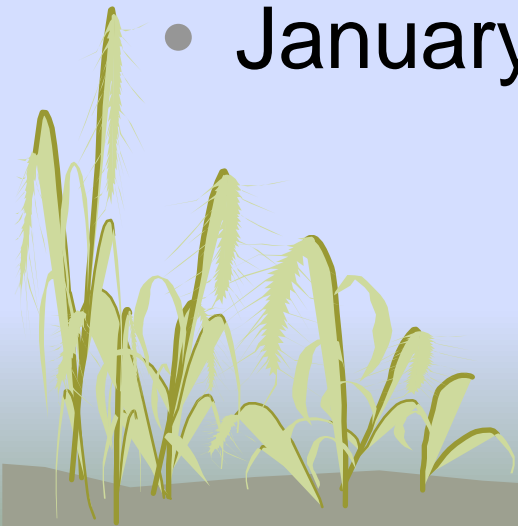
Parks Board *(SMC 2.28)*

- 7 Members appointed Mayor & confirmed by City Council
- 2 Year Terms
- Quorum = 4 members
- Failure to attend 3 consecutive meetings – Mayor may declare position vacant



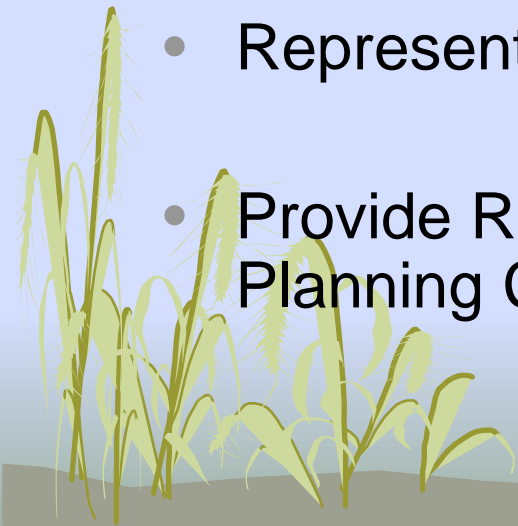
Parks Board & Officers

- Chair & Vice Chair
- Appointed Secretary
- January elections & appointment



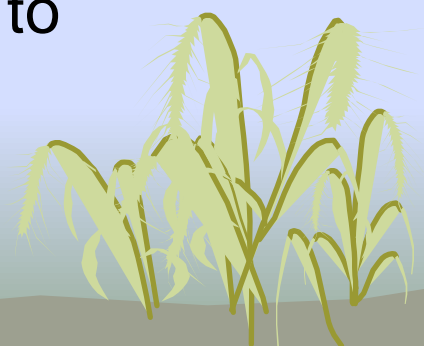
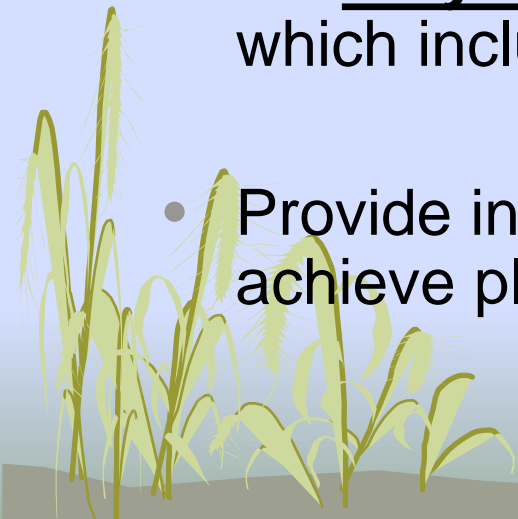
Chair Duties & Responsibilities

- Preside at Meetings
 - Set Agenda w/ Staff
 - Follow or Modify Agenda
 - Maintain decorum
 - Keep board on task
 - Open & close meeting on time ***(no later than 8:45 p.m.)***
- Represent Parks Board in Community
- Provide Recommendations to Public Works Director, Planning Commission & City Council



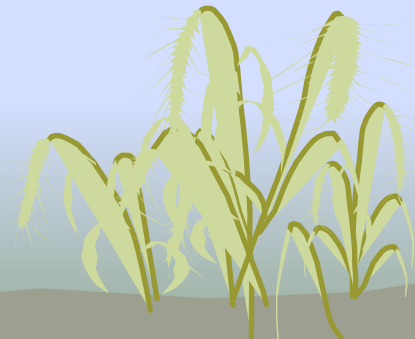
Parks Board Functions (2.28.770)

- Advise the City Council about major programs, activities and policies related to parks and recreational activities in Stayton;
- Provide input & recommendation during updates to the **Stayton Parks and Recreation Master Plan** which includes the **Recreational Trails Plan**;
- Provide input and recommendations on how to achieve plan objectives;



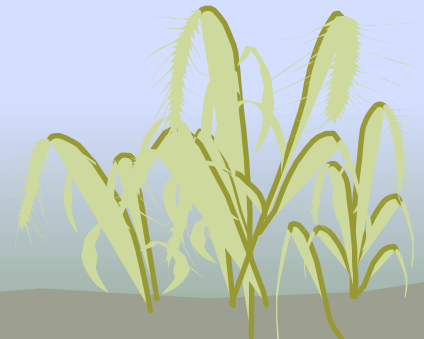
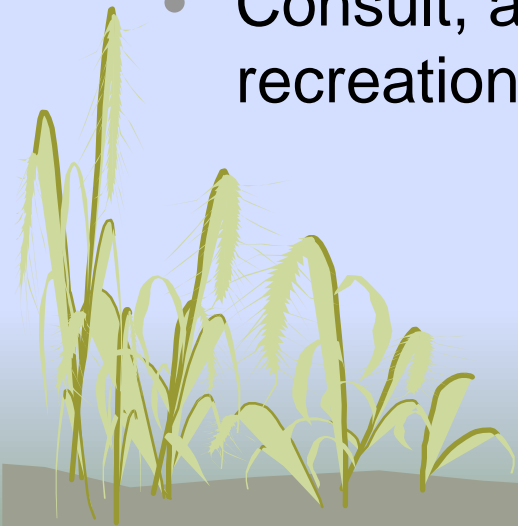
Parks Board Functions (2.28.770)

- Keep public officials informed of the status and progress of recreation services;
- Recommend a sound fiscal plan and cost-effective ways to achieve park and recreation goals;
- Recommend improvements to parks, recreation areas and facilities (e.g. pool, community center, etc.);



Specific Duties

- Advise the Council, City Administrator, and Public Works Director;
- Recommend park and recreation service policies;
- Consult, advise & recommend solutions to problems of recreational services, facilities, and program issues;



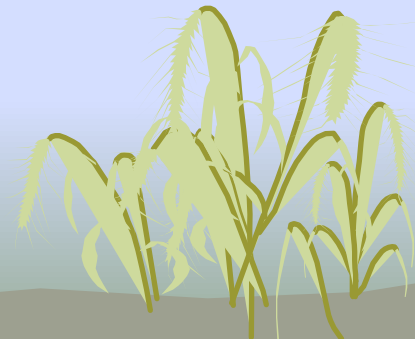
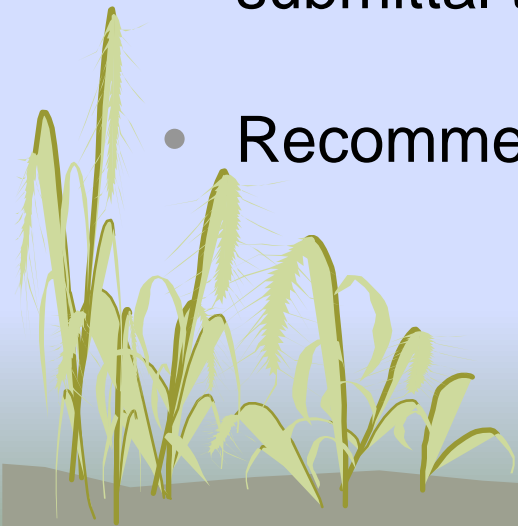
Specific Duties

- Provide advice & recommendations on the development and maintenance of trails, bikeways and pedestrian ways;
- Aid in coordinating the parks and recreation services with the programs of other governmental agencies and voluntary organizations;
- Review the effectiveness of the parks and recreation program with the Public Works Director or the City Administrator;



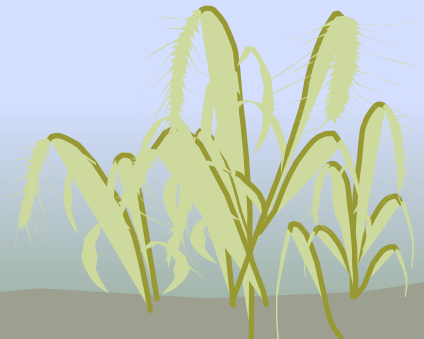
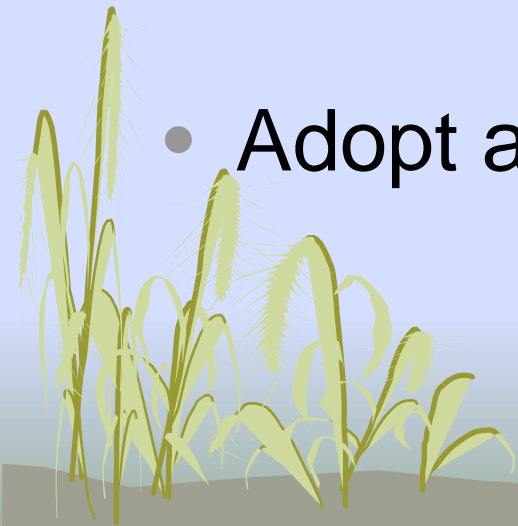
Specific Duties

- Interpret the policies and functions of the parks and recreation programs to the public;
- Aid in the recruiting and coordinating of volunteers for all park and recreation issues, and;
- Review draft Parks and Recreation Budget prior to submittal to the Stayton Budget Committee.
- Recommend items and \$\$ for Local Option Levy.



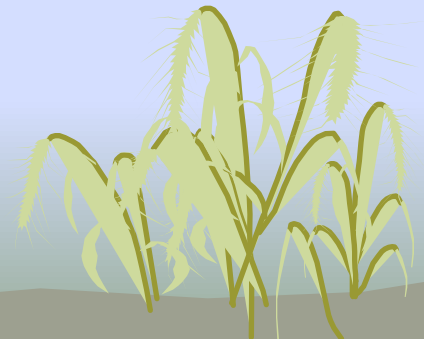
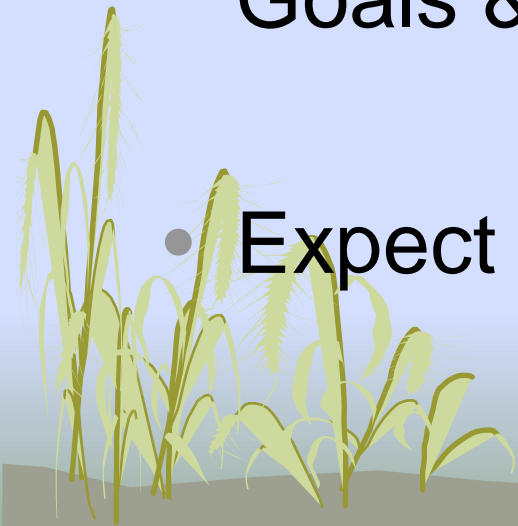
Effective Organizations

- Mission Driven Organizations are effective, appreciated and respected.
- Set Goals – Annually or every 2 years
- Adopt an Annual Work Program



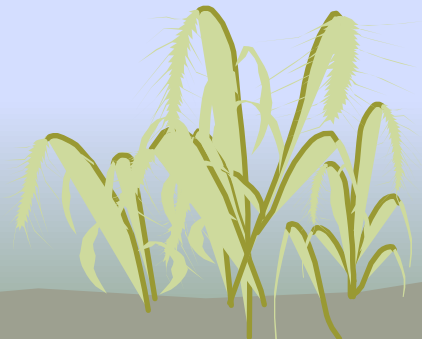
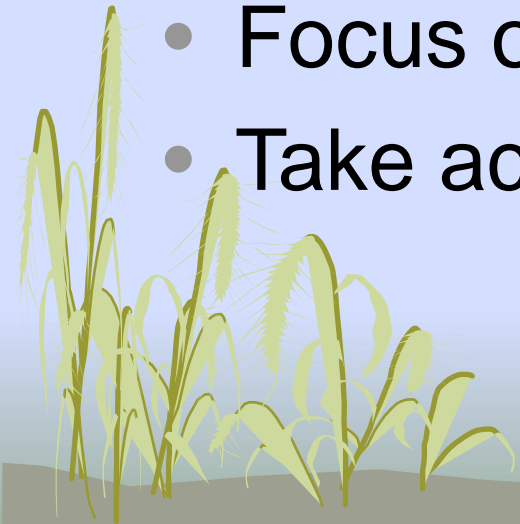
Effective Meetings

- Discuss/Act on at least 1 Goal or Work Priority at every meeting
- Receive Staff Reports on Key Issues, Goals & Priorities
- Expect Results



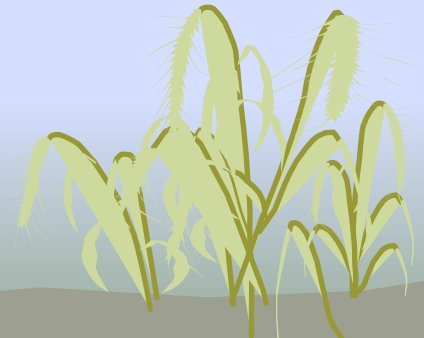
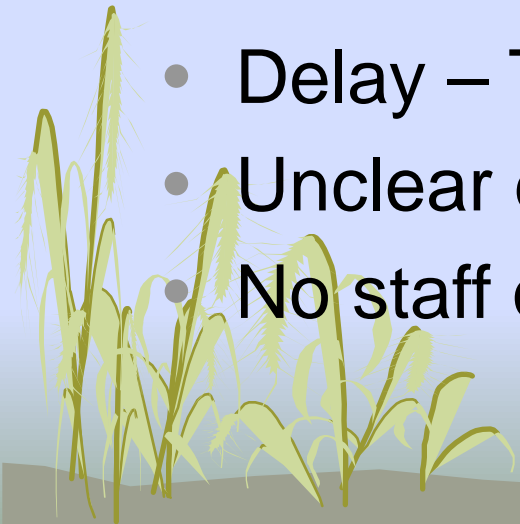
Effective Discussion & Action

- Speak freely.
- Make points clearly & concisely.
- Listen respectfully.
- Disagree courteously.
- Focus on issues.
- Take actions that lead to solutions



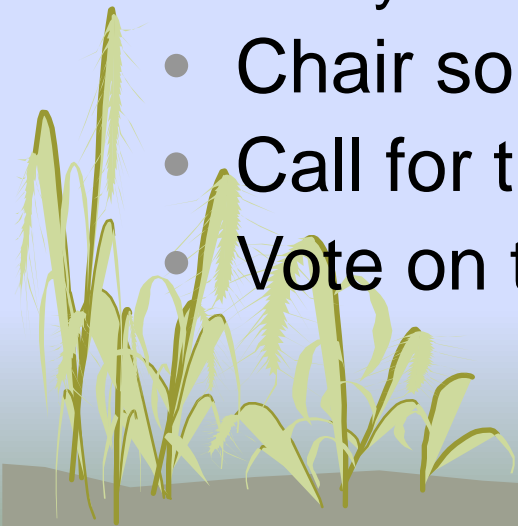
How is meeting time wasted?

- Lack of leadership by Chair
- Meeting dominated by one person
- Personal conflicts
- Hidden agendas
- Focus on minutia - Not on key issues
- Delay – Tabling issues or No motions
- Unclear decisions or direction
- No staff or board follow through



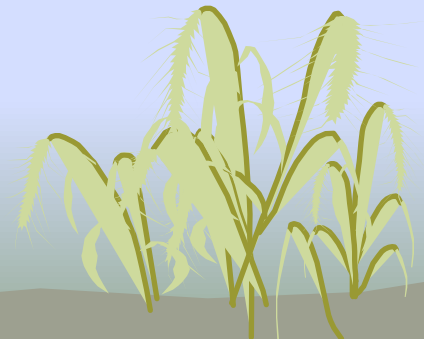
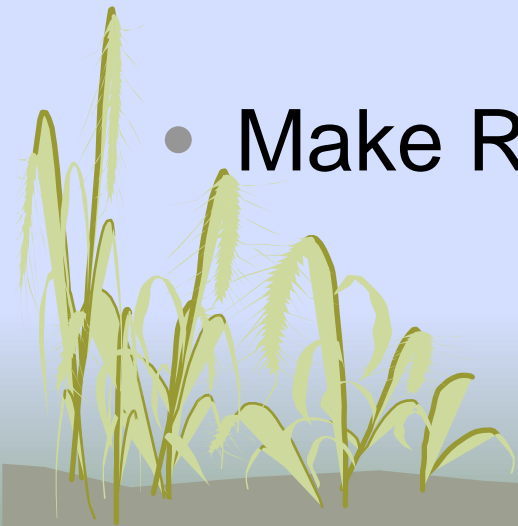
Motions

- Make a motion & 2nd the motion
- Debate the motion
 - Discuss consistency with city policies
 - Discuss benefits for citizens
 - Identify potential problems if approved
 - If you disagree, explain why
- Chair solicit comments from each member.
- Call for the question to end debate.
- Vote on the motion.



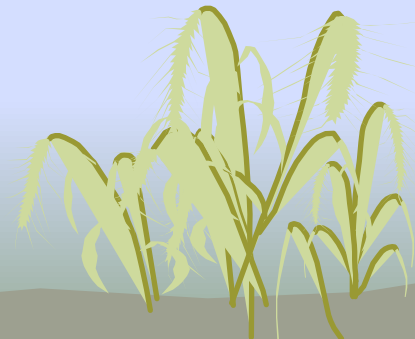
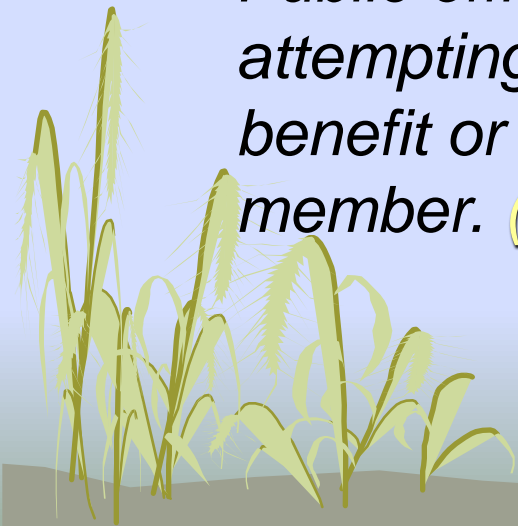
Review of Parks Board Actions

- Advise Staff & Public Officials
- Make Decisions on Parks Policies and Issues (not daily operations)
- Make Recommendations to City Council



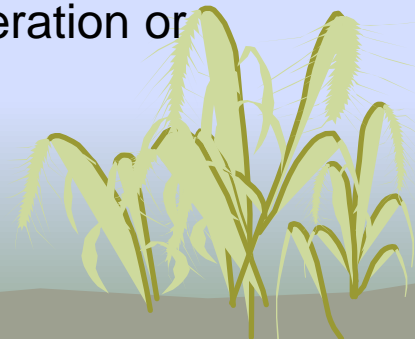
Oregon's Ethics Law **ORS 244**

- Public Official – includes any person appointed to a local government board or commission.
- *Public officials are prohibited from using or attempting to use their position for the financial benefit or gain of themselves or an immediate family member. (ORS 244.020)*



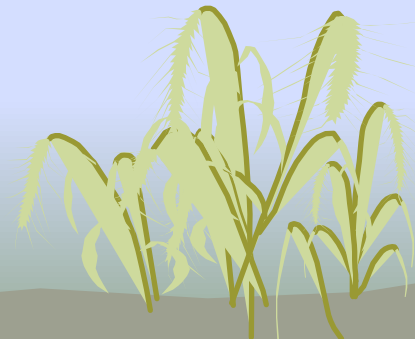
Oregon's Ethics Law *ORS 244*

- Conflicts of Interest (General Rule of Thumb)
 - Declare a **“potential conflict of interest”** where the public action **could have** a financial benefit or detriment to the public official, family member or business interest.
 - You must announce the potential conflict of interest.
 - You may participate in the deliberation and action of the board.
 - Declare an **“actual conflict of interest”** where the public action **will have** a financial benefit or detriment to the public official, family member or business interest.
 - You must announce the actual conflict of interest.
 - Step away and do not participate in either the deliberation or action of the board.



Oregon's Ethics Law **ORS 244**

- Gifts
 - \$50 maximum gift (cumulative total) during a single calendar year.
 - Gift would be given because of your public position and is not generally available to members of the general public. Gift-giver has an administrative or financial interest in the City.
 - Does not apply to gifts such as Christmas gifts between family and friends, where there is not an administrative or financial interest (clarified in 2009).



2009 Community Survey

Community Survey

Nov/Dec 2009

- 413 Responses
- 90% - 95% +/- confidence rate
- Error margin +/- 5%

- Over represents homeowners, 45-64 adults & seniors
- Under represents renters, young adults.
- May not have reached hispanic families

How do you Rate City Services?

	Good & Very Good	Poor & Very Poor
Water	88%	5%
Sewer	85%	5%
Parks	86%	5%
Storm Drainage	64%	17%
Streets	43%	50%
Sidewalks	40%	47%

How do you Rate City Services?

	Good & Very Good	Poor & Very Poor
Library	86%	1%
Pool	66%	8%
Police	82%	9%
Animal Control	62%	15%
Code Enforcement	40%	23%
Planning	34%	25%

Priorities

How willing are you to have tax money, city staff time and city resources dedicated to:

	Willing & Very Willing	Opposed & Very Opposed
Streets Maintenance	75%	5%
Sidewalk Construction & Maintenance	65%	13%
Streetscaping (Trees and landscaping)	43%	33%

Priorities

How willing are you to have tax money, city staff time and city resources dedicated to:

	Willing & Very Willing	Opposed & Very Opposed
Parks: Acquisition, Preservation & Maintenance	70%	16%
Trails: Creation & Maintenance	59%	22%
Park Facilities: Creation & maintenance of ball fields, skate parks and courts	59%	36%

Priorities

Other city services / issues

	Willing & Very Willing	Opposed & Very Opposed
Expanded Youth Facilities: YMCA, Boys & Girls Club	65%	16%
City Beautification	65%	13%
Revitalize Downtown	59%	23%
Expanded Police Protection	54%	21%

New Taxes & Fees

How willing would you be to support other taxes knowing funds would be dedicated to:

	Willing & Very Willing	Opposed & Very Opposed
Streets Maintenance	65%	18%
Sidewalk Construction	54%	22%
Parks Expansion & Park Improvements	42%	34%
Increased Police Service	45%	31%

National Civic Index

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.

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.

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 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.

TITLE 2. ADMINISTRATION AND PERSONNEL

2.28.735 COMPENSATION AND RECORDS

The members of the Park and Recreation Board shall serve without pay.

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 Chairperson, provided at least seventy-two (72) hours' notice is given to the Public Works Director and each member of the Park and Recreation Board.
2. A majority of the members of the Park and Recreation Board shall constitute a quorum.
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).

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 for the Board.

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.

2.28.770 FUNCTIONS AND RESPONSIBILITIES

1. General Functions of the Park and Recreation Board

TITLE 2. ADMINISTRATION AND PERSONNEL

- 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;
 - b. To provide input and recommendations on projects and programs that engage the public and enhance parks, pool, and recreation opportunities;
 - c. To provide input and recommendations to the Park and Recreation Plan;
 - d. To offer input on financial planning related to parks, pool and recreation.
 - e. To recommend an adequate system of park and recreation areas and facilities; and
 - 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 involvement.
2. Specific responsibilities and duties of the board:
- a. Act in an advisory capacity to the City Council, City 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. Make recommendations to 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 with the Public Works Director or the City Manager;
 - g. 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 Council;
 - 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.

April 2026 Parks Operations Summary

Prepared by: Bob Parsons, Senior Parks Maintenance Operator

1 Routine Operations & Public Facility Maintenance

- Continued daily rounds including restroom inspections, garbage collection, dog waste stations, downtown checks, and amenity inspections.
- Ongoing response to minor vandalism and public complaints, particularly at Pioneer Park.
- Operational oversight of table tennis, shelters, benches, and public-use areas.

2 Grounds Maintenance & Seasonal Operations

- Full spring mowing program continued across multiple parks and facilities, including:
 - Westtown
 - Community Center
 - Pioneer
 - Neitling
 - Quail Run
 - MCDP
 - Wildlife Meadows
 - Water Plant grounds
- Bark dust installed around Library, Pioneer Park, and landscaped areas in advance of Easter.
- Flail mower repairs completed and equipment returned to service.

3 Park Improvements & Capital Enhancements

- Constructed and refurbished benches at Pioneer and Community Center Parks.
- Opened fenced corner access points at Quail Run pending surfacing decisions.
- Installed **Corn Hole / Bean Bag Toss feature** at Neitling Park.
- Installed donated picnic tables from Freres Engineered Wood in Neitling Park shelter.
- Relocated existing picnic tables to Pioneer concession area.
- Installed metal picnic table at west riverfront parking lot.
- Arbor Day tree deliveries coordinated for upcoming planting.

4 Equipment, Materials & Asset Stewardship

- Backhoe repairs completed.
- Kubota mower/flail unit retrieved from service vendor.

- Equipment reservations made for tree planting program.
- Irrigation repairs and utility locates coordinated.
- Continued emphasis on reusing and relocating serviceable park assets.

5 Staffing & Resource Constraints

- Staff scheduling affected by:
 - Vacation leave (multiple staff)
 - Comp time usage
 - Dental and medical appointments
 - Illness-related absences late in month
- Seasonal employee Jade returned to support operations.
- Work plans and task lists developed to maintain continuity during absences.

6 Public Relations / Community Interface

- Responded to negative social media comments regarding recreational amenity placement.
- Followed up on public complaints at Pioneer Park.
- Coordinated with Republic Services regarding additional dumpster capacity.

7 Overall Assessment

April reflects a **high-output spring mobilization month** focused on:

- Rapid transition into mowing season
- Visible park amenity upgrades
- Efficient reuse of donated and existing assets
- Continued service delivery despite staffing interruptions
- Strong focus on public-facing park readiness entering peak season

April 2026 Pool Operations Summary

Prepared by: Natalie McMullen, Aquatic Facility Manager

1 Facility Use & Programming

- **240 hours** of public swimming access
- **22 hours** of club swim team use

2 Attendance & Participation Summary

Total Check-Ins: 2,093

Public Drop-In Attendance: 655 individuals

- 392 Residents
- 162 Non-Residents
- 101 Free Pass Tokens

Pass & Membership Usage:

- Punch Card Check Ins: 239
- Monthly Membership Check Ins: 341
- Insurance Membership Check Ins: 958

Swim Lesson Participants: 40

3 Observations

- Attendance has increased overall, with noticeable spikes during school breaks.
- Interest in swimming lessons is growing for both children and adults.
- The facility maintains a strong commitment to public access, with most time allocated to open swimming.
- Overall usage remains steady, supported by a balanced mix of drop-in visitors and returning users.
- Residents account for the majority of attendees, reflecting strong community engagement.
- Access initiatives, such as free passes, are being actively used and helping expand community reach.
- Membership-based participation is a key driver of attendance, particularly through insurance-supported programs (45.8%).

4 Overall Assessment

The facility continues to demonstrate stable growth, sustained utilization, and a well-balanced program mix, supported by consistent public access, expanding instructional programming, and a reliable base of membership-driven attendance.