



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

TO: Mayor Quigley and the Stayton City Council
FROM: Michael Schmidt, Engineering Associate
DATE: July 20, 2026
SUBJECT: Mill Creek Park Improvement Project Update

BACKGROUND INFORMATION

The City conducted a community survey to gather public input on the amenities residents wanted prioritized in the development of Mill Creek Park. The survey results were used to develop a conceptual site plan that reflects the community's identified priorities.

The City Council subsequently authorized staff to apply for a \$1,000,000 grant through the Oregon Parks and Recreation Department (OPRD), with a required local match of \$750,000 to be funded through the Parks SDC Fund. The City was awarded the grant in August of 2024; however, staff was informed an archeological assessment was required before the grant award could be finalized. This work started in March of 2025 and finalized in November of 2025 after which staff proceeded with the remaining project planning to get the award finalized.

PROJECT PROGRESS

Prior to the grant agreement execution, the city was required to complete several tasks related to the project. These tasks included:

- **Wetland Delineation**
 - This delineation has since expired and will require an updated review by the Department of State Lands which will be completed during the design work.
- **Environmental Assessment**
 - The city received comments about the environmental assessment from the following agencies.
 - Oregon Dept. of Environmental Quality
 - Comment: Project will require a 1200c permit if more than one acre is disturbed and possibly a wetland removal/fill permit depending on the amount of wetlands impacted.

- Oregon Department of State Lands
 - Comment: Concurrence with the wetlands identified and the possible need for a wetland removal/fill permit.
- Oregon Department of Fish and Wildlife
 - Comment: Areas that have established oaks should be preserved.
- **Land Use Compatibility Statement**
 - This has been approved by the city's planning department.
- **State Historic Preservation Office Archaeological Survey**
 - This work was completed and has identified two new prehistoric sites and expanded an earlier identified site. The discovery at the sites were remanent of tool making near what was the original Mill Creek alignment.
 - The city has discussed these sites with the Confederate Tribes of the Grand Ronde Tribe and will be working with them during construction.
 - The survey identifies what steps must be taken if any prehistoric evidence is uncovered during construction.
- **Flood Plain development**
 - The city met with AKS to discuss the process to develop within the 100-year flood plain. The development approval will be reviewed and approved by the city's planning department. The development of the park amenities, for example, may include additional anchorage, specific construction materials, and/or waterproofing. AKS stated that while it will add additional review and possible expenses during construction, the approval can be easily attained.

Following discussions with the grant manager, staff submitted a budget amendment request to include design services as an eligible project expense. At the same time, staff requested that the project budget be revised to include construction of a parking area.

Because the parking area had not been included in the original project budget, the Oregon Parks and Recreation Department (OPRD) requested an updated site plan identifying the improvements that will be constructed using the grant funds and the City's required Parks System Development Charges (SDC) match. Staff submitted the revised site plan, and OPRD approved both the budget amendment and the updated project scope. These revisions do not change the total grant award or the City's required matching contribution.

All pre-award requirements have now been completed. The grant agreement has been received from OPRD and is ready for execution.

NEXT STEPS

Once the grant agreement has been executed, the following list of tasks will be undertaken.

- **Draft and advertise an RFP for survey & design services**
It is estimated this work will take approximately 4 months to complete the RFP, advertise, select a consultant, and have an executed contract in place.
- **Design and Bid Package development**
It is estimated this work will take approximately 8 months to complete the design of the project, receive land use and special flood hazard development approval from the city planning department.
- **Construction contract**
Advertisement and executed contract with the winning bidder will take approximately 2 months to complete. Once the contractor begins construction, it is estimated the work to complete the project will take approximately 6 months.

SCHEDULE

Scheduling Considerations: There are potential project delays that cannot necessarily be accounted for within an estimated schedule. While not anticipated, these delays may include:

- Approvals for land use, flood plain development, or building permit(s)
- Archaeological discovery during construction
- Construction material lead time

TASK	APPROXIMATE COMPLETION
Draft and advertise an RFP for survey & design services	September 2026
Selection of consultant and execution of design services contract	November 2026
Park construction design, including land use and flood plain approval	July 2027
Advertise for bids and execute contract with winning bidder	November 2027
Construction	Completion in 6 months from Notice to Proceed, pending any delays

MAINTENANCE AND CAPITAL IMPROVEMENT FUNDING

As the City continues implementing its asset management program, staff are identifying the long-term financial resources needed not only to construct capital projects, but also to operate, maintain, and ultimately replace those assets throughout their lifecycle.

Based on asset management principles and industry best practices, staff have developed a recommended annual funding level to support the ongoing maintenance and future capital replacement needs associated with Phase 1 of the Mill Creek Park project. This estimate reflects only the assets included in Phase 1 and does not account for maintenance or replacement costs associated with future phases of park development.

Planning for these long-term fiscal obligations is an important component of responsible stewardship. By accepting the OPRD grant and authorizing the required local match, the City committed not only to constructing Phase 1 of the park, but also to maintaining the completed improvements for the benefit of the community.

The recommended annual funding for Phase 1 is outlined below.

Operational Expenditures (OpEx):

To ensure the park remains safe, functional, and attractive for public use, it is recommended that the City establish an annual operating and maintenance budget to support routine upkeep of the Phase 1 park improvements. This funding is intended to cover ongoing expenses such as landscape maintenance, irrigation, repairs, cleaning, inspections, utilities, and other routine operational needs.

Based on asset management best practices, annual operating and routine maintenance costs are estimated at **3% of the current replacement value** of the Phase 1 park assets. Based on an estimated replacement value of **\$1.5 million**, this equates to an annual operating and maintenance budget of approximately **\$45,000**.

Capital Expenditures (CapEx):

To avoid significant one-time financial impacts when park assets require replacement, it is recommended that the City establish an annual capital replacement reserve. Assuming an average service life of 50 years for the Phase 1 park improvements, setting aside **2% of the current replacement value each year** will accumulate funding over the assets' expected lifecycle. Based on the estimated replacement value of the Phase 1 improvements, this recommendation is approximately **\$30,000 annually**.

Together, these recommendations result in an estimated **annual lifecycle funding requirement of \$75,000**, consisting of **\$45,000 for operations and maintenance** and **\$30,000 for future capital replacement**.



DATE 03/28/2024

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MILL CREEK PARK MASTER PLAN

MILL CREEK NEIGHBORHOOD PARK
 STAYTON, OREGON





DATE 06/11/2026

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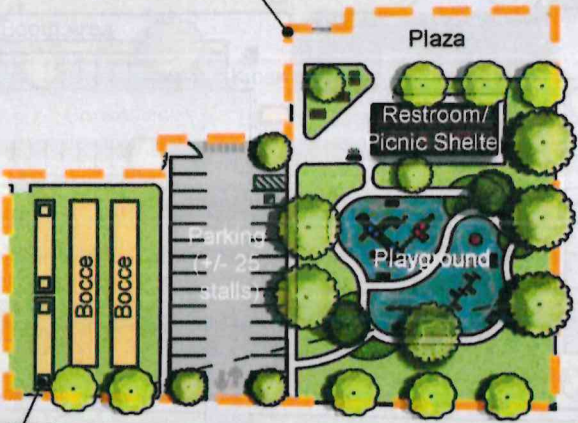
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MILL CREEK PARK MASTER PLAN PHASE 1 GRANT

MILL CREEK NEIGHBORHOOD PARK
STAYTON, OREGON

FUTURE PHASES

**APPROXIMATE
AREA - PHASE 1**



KINDLE WAY SE

Temporary Horseshoe
(To Be Relocated
In Future Phases)

SE