

## AGENDA

### STAYTON PARKS AND RECREATION BOARD MEETING

February 6, 2018  
6:30 p.m.

Library Conference Room  
515 N. First Avenue  
Stayton, OR 97383

#### CALL TO ORDER

1. Presentations / Comments from the Public
2. Review and approve minutes from the January 9<sup>th</sup>, 2018 meeting (Attachment A)
3. Parks Department
  - *January Parks Report provided by Bob Parsons (Attachment B)*
4. Parks and Recreation Reports
  - *Community Garden Update – Lance Ludwick*
  - *AKS will hold Community Meeting February 22, 2018 – Lance Ludwick*
  - *Update on trash at Wildlife Meadows Subdivision/open green space – Lisa Meyer*
  - *Recommendations for park projects based on P & R Master Plan - All*
  - *Parks Discussion (Open discussion or comments about any of the City Parks)*
5. Other
  - *Detroit Dam Project*
6. Future Agenda Items
7. Adjourn

Next Meeting Date – March 6, 2018, 6:30 PM

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

January 9th, 2018  
6:30 p.m.

Library Conference Room  
515 N. First Avenue  
Stayton, OR 97383

**ROLL CALL**

**Present:** Pam Pugsley – Chair, Dan Brummer, Kathy Hampton, Richard Lewis, Patrick Mulligan

**Late arrival:** Cherie Peckfelder – Vice Chair, 6:35 PM  
Mark Kronquist, City Council Representative, 6:48 PM

**Staff:** Lance Ludwick, Public Works Director  
Lisa Meyer, Administrative Assistant

**Guest(s):** Gerry Aboud, David Peckfelder, John Stroup

**CALL TO ORDER:** Ms. Pugsley called the meeting to order at 6:30 PM.

**REVIEW AND APPROVAL OF MINUTES:**

Approve Minutes from the November 7<sup>th</sup>, 2017 meeting (Attachment A).

Mr. Lewis made a **Motion** to Approve Minutes from November 7<sup>th</sup>, 2017, Mr. Brummer seconded.  
**Motion Passed 4:0**

**VOTE FOR CHAIR AND VICE CHAIR POSITIONS**

Mr. Brummer made a **Motion** to keep the current officers in the same positions- Pam Pugsley as Chair and Cherie Peckfelder as Vice Chair. Mr. Lewis seconded. **Motion Passed 4:0**

**PARKS DEPARTMENT**

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). Mr. Parsons will finish repairing the door at the Pioneer Park restroom when the weather warms up. A commercial sink has been installed at the Pioneer Park Concession Stand. An electric hot water heater will be installed soon. The addition of a refrigerator will be considered next fiscal year.

**PARKS AND RECREATION REPORTS**

**Mill Creek Park:** The City has signed a contract with AKS Engineering to design a park master plan (Phase1). The current Park & Recreation Master Plan will be used as a base when designing Mill Creek Park. The consultant will hold community meetings for input. A design committee will be established, 6-8 people, to represent the City including a couple of Parks Board members. Once the park's master plan is complete, the City will apply for grants to help with funding (Phase 2). Mr. Lewis suggested putting flyers in Roth's shopping bags to get the word out.

**Community Garden Update:** Mr. Ludwick is in the process of finalizing a location.

**Signage for Stayton Dog Park:** The donor sign will be installed any day. Directional signs to the park have been ordered. The directional signs will be placed on First Avenue and Washington Avenue. Ms. Peckfelder will reach out to Officer Button regarding a ribbon cutting ceremony.

## ATTACHMENT A

**Parks Discussion:** It was noted that the trash is not getting contained at the Wildlife Meadows construction sites. Some of it is ending up near the walking trail/open green space on the north end of the subdivision. Mr. Ludwick will speak with the code enforcement officer about the issue. The City is in the process of installing a garbage can near the open green space. The City would like to see the walking trail that is located on the north end of Wildlife Meadows Subdivision eventually connect to the middle school trails and later to Mill Creek Park (former Puntney property).

Board members have seen an increase in usage at the dog park and noted how nice Riverfront Park looks since the brush has been cleared out.

### **PRESENTATIONS / COMMENTS FROM THE PUBLIC:**

Mr. Stroup inquired if a different ground cover could be installed at the dog park at some point. The fine sawdust clings to his dog's fur (especially when it's wet) and is difficult to brush out. The City will look at a different ground cover when funds are available.

### **OTHER:**

Mr. Ludwick asked board members to review the Parks Master Plan and bring future project ideas to our next meeting. The City is checking on the cost to make the manufactured home at Mill Creek Park ADA compliant. The cost will determine the future of the structure. Adaptive play structures were also discussed.

### **FUTURE AGENDA ITEMS:**

Plan for future park projects based on the Parks Master Plan.

Meeting adjourned at 7:04 pm.

Minutes prepared by Lisa Meyer, Administrative Asst.

**Parks Report  
City of Stayton  
January 2018**

- Cleaned park restrooms and collected garbage.
- Gathered budget information for park maintenance.
- Mowed property at the Community Center and Pioneer Park.
- Cleared debris from the canal that's located next to the Community Center Park with Mark and Kendall's help.
- Took down holiday décor.
- Continue to build picnic tables. One has been placed at the dog park.
- Assisted with scheduling a large tree to be taken down at Pioneer Park. Continue to monitor the wood getting cut and hauled out of park.
- Concession Stand Work- Coordinated electrical work and finished making water connections to the water heater and sink.
- Assisted Kendall & Mark with non-payment door hangers for water customers.
- Repaired leaky service at Santiam Park Restroom with Tom and Kendall's help.
- Attended two days of training at OSU for pesticide applicators license and classes to maintain credit hours.
- Installed equipment in Police Department office.
- Attended City safety meeting and inspections.
- Performed playground safety inspections.
- Cleaned up leaves at dog park with the help of Kendall & Mark.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance