

## AGENDA

### STAYTON PARKS AND RECREATION BOARD MEETING

January 9, 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. Introduce new Board member Patrick Mulligan
3. Review and approve minutes from the November 7<sup>th</sup>, 2017 meeting (Attachment A)
  - *Due to no official meeting held on December 5<sup>th</sup>, 2017 there are no minutes to approve for the month of December 2017.*
4. Vote for Chair and Vice Chair Positions
5. Parks Department
  - *November/December Parks Report provided by Bob Parsons (Attachment B)*
4. Park and Recreation Reports
  - *Mill Creek Park Consultant Selected – Lance Ludwick*
  - *Community Garden Update – Lance Ludwick*
  - *Signage for Stayton Dog Park – Lisa Meyer*
  - *Parks Discussion (Open discussion or comments about any of the City Parks)*
5. Future Agenda Items
6. Adjourn

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

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

November 7th, 2017  
6:30 p.m.

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

**ROLL CALL**

**Present:** Pam Pugsley – Chair, Cherie Peckfelder – Vice-Chair, Dan Brummer, Kathy Hampton, Richard Lewis

**Absent:** Scott West

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

**Late arrival:** Mark Kronquist, City Council Representative, 6:45 PM

**Guest(s):** David Peckfelder

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

**REVIEW AND APPROVAL OF MINUTES:**

Approve Minutes from the October 3<sup>rd</sup>, 2017 meeting (Attachment A).

Mrs. Peckfelder made a **Motion** to Approve Minutes from October 3<sup>rd</sup>, 2017, Mr. Lewis seconded.  
**Motion Passed 4:0.**

**PRESENTATIONS / COMMENTS FROM THE PUBLIC:** None

**PARKS DEPARTMENT**

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). Mr. Ludwick reports that Public Works staff removed approximately 400 tires and metal scraps that were buried at Riverfront Park. The tires were left by the previous owner and were discovered when a contractor was clearing out the blackberry bushes and underbrush. Mr. Ludwick plans to get a chipper in the next few months to take care of the large pieces left behind. The area will be cut in the spring, sprayed and new grass seed planted. Mr. Ludwick noted that the management plan calls for an elevated bridge above the wetlands.

**PARKS AND RECREATION REPORTS**

**Parks Discussion:** Mrs. Peckfelder inquired about the time the automated locks are scheduled to close at park restrooms. She noticed a couple of restrooms closed by 8 PM. Mr. Ludwick will check on the closing time and report back at next month's meeting. Not much water pressure coming from the tall water fountain.

**Mill Creek Park:** Mr. Ludwick reports that a group will meet with the bidding consultant next week and go over their proposal. Once a consultant is selected, the consultant will design the master plan for the park. Mr. Ludwick verified that the proposed park will not encroach upon Mill Creek.

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

**Stayton Community Dog Park:** Mr. Lewis inquired about signage for the new dog park. Mr. Ludwick confirmed a sign is getting made for Stayton Community Dog Park. Accounting inquiries should be directed to the City Administrator. The City will look into having a sign made acknowledging donors. Mrs. Peckfelder will reach out to Lt. Button regarding a ribbon cutting ceremony.

### **OTHER:**

Mr. Kronquist received a recommendation from a community member to incorporate adaptive play structures in our City parks. Mr. Ludwick will consider the structures for parks and requested to have information on any suggested structures forwarded to him.

### **FUTURE AGENDA ITEMS:**

Meeting adjourned at 6:57 pm.  
Minutes prepared by Lisa Meyer, Administrative Asst.

DRAFT

**Parks Report  
City of Stayton  
November 2017**

- Continue to prepare the concession stand at Pioneer Park for full operation. Awaiting bids for electrical work that's needed for water heater and garbage disposal.
- Refurbished picnic tables for the Dog Park and Santiam Park's shelter.
- Cleaned park restrooms and collected garbage.
- Fall leaf clean-up thanks to a lot of help from Tom and Kendall.
- Ran the backhoe for the City's annual fall leaf drop-off at the City Shops on Saturday, 11/04/17.
- Took 156 lbs. of nonperishable food collected from the fall leaf drop-off to the Stayton Community Food Bank.
- Ordered and replaced the restroom door hinge at Pioneer Park as it was bent and the door would not close properly.
- No park volunteers for the month of November.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

**Parks Report  
City of Stayton  
December 2017**

- Cleaned park restrooms and collected garbage.
- Blew leaves from areas that the mowers cannot access.
- Put up Christmas decorations on City buildings.
- Worked with repairman to troubleshoot furnace issues at the Community Center and scheduled repair.
- Fixed WIFI connection issues at the Community Center.
- Secured a memorial tree from a local nursery and worked with donor regarding plaque and placement at Pioneer Park.
- Continue to mow parks as the weather allows.
- Continue to work with electrician to get the water heater connected at the Pioneer Park Concession Stand (on going).

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance