

## AGENDA

### STAYTON PARKS AND RECREATION BOARD MEETING

September 12<sup>th</sup> 2017  
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 July 12<sup>th</sup>, 2017, meeting (*Attachment A*)
3. Parks Department
  - *July Parks Report provided by Bob Parsons (Attachment B)*
  - *August Parks Report provided by Bob Parsons (Attachment C)*
4. Park and Recreation Reports
  - *Parks Discussion (Open discussion or comments about any of the City Parks)*
  - *Protocol to change use of City parks given by Lance Ludwick*
  - *Future Community Garden location given by Lance Ludwick*
5. Future Agenda Items
6. Adjourn

Next Meeting Date – October 3, 2017, 6:30 PM

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

July 12<sup>th</sup>, 2017  
6:30 p.m.

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

**ROLL CALL**

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

**Staff:** Lance Ludwick, Public Works Director  
Lisa Meyer, Administrative Asst.  
Mark Kronquist, City Council Representative

**Guest(s):** Mary Albert, Rese Bourdeau, John Mohney, Judith Mohney

**CALL TO ORDER:** The meeting came to order at 6:30 PM.

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

**REVIEW AND APPROVAL OF MINUTES:**

Approve Minutes from the June 6<sup>th</sup>, 2017 meeting (Attachment A).

Ms. Pugsley noted one correction under Parks Discussion regarding the Stayton Adopt a Park group. The group is not officially active, but continues to pick up trash in the park.

Mr. Brummer made a **Motion** to Approve Minutes from June 6<sup>th</sup>, 2017, with the noted correction, Ms. Douglas seconded. **Motion Passed 4:0**

**PARKS DEPARTMENT**

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B).

**PARKS AND RECREATION REPORTS**

**Parks Discussion:** Mr. Brummer commended the Public Works Department for the street improvements on Marion Street. He also appreciates the new sidewalk that runs through Pioneer Park, connects to the new pedestrian footbridge, and loops back around to the Jordan Bridge. Ms. Pugsley suggested placing a board across the abutment that was left from the previous pedestrian bridge to create a bench. Mr. Ludwick will have Bob Parsons check into the possibility of adding a bench. Mr. Brummer suggested getting a pre-stressed concrete slab to connect Riverfront Park to the island or possibly add stepping stones. Ludwick said something like that would need the Water Control District's approval.

**Tall grass and ferns at Pioneer Park:** Mr. Ludwick explained that the tall grass is needed to help with the water quality in the swale. He'll check further to see if there are weeds growing in the swale. Ms. Pugsley mentioned that some of the ferns in the park that were planted last year have died. Mr. Ludwick will check to see if the plants are covered under the contract.

**Happy Tails Dog Park:** Mr. Ludwick reported the dog park is currently under construction. The

## ATTACHMENT A

contractor ordered the fence, the drinking fountain arrived and the benches will arrive any day.

**i-Serve:** The i-Serve volunteers did the following park improvements: trees in Wilderness Park were girdled, the Jordan Bridge Kiosk and sidewalk post were repainted, and bark dust was spread around the parking lot areas of the Community Center and City pool.

### **OTHER:**

Mr. Lewis made a **motion** to suspend the discussion of the protocol used to change the use of a City park to next month's meeting, Ms. Hampton seconded. **Motion passed 4:0**

Mr. Ludwick reported that the City is in the process of getting a car charging station installed in front of the library. He also reports that the Rotary is looking at putting a trail on Norpac's property along the ditch.

Mr. Brummer wanted to make everyone aware that seniors can swim free at the City pool. Mr. Lewis applauded the Happy Tails Dog Park Committee for raising the funds required.

### **FUTURE AGENDA ITEMS:**

- Discuss the protocol to change the use of a City park
- Explore possible locations for future Community Garden

The date for next month's meeting will be Wednesday, August 2<sup>nd</sup>.

Meeting adjourned at 7:10 pm  
Minutes prepared by Lisa Meyer, Administrative Asst.

**Parks Report**  
City of Stayton  
July 2017

- Normal garbage and restroom cleaning
- Normal mowing of Courthouse and other lawns
- Set out sprinklers on east side of Jordan bridge for newly planted grass
- Repaired irrigation at the Courthouse, Santiam, and Community Center parks.
- Community service volunteer trimmed bushes and trees around library, Pioneer Park, Court House, and Community Center parks. (Took several days.)
- Swing at Westown playground had a broken seat. Removed swing until replacement parts arrived and later reinstalled.
- Discovered broken hand rail on the Pioneer Park's merry go round after the 4<sup>th</sup> of July Holiday. The broken piece was removed and taken to a repair shop to see if it could be repaired and duplicated since another hand rail was missing. After the hand rails were rebuilt I took them to be powder coated. While they were off, Kendall and I made some other repairs and moved one of the existing hand rails to balance things out. As of the 26<sup>th</sup> the new hand rails have been reinstalled to the merry go round.
- Removed graffiti at Westown on the playground equipment
- Repaired bongo climber at Northslope Park
- Prepared Putney Property for rental

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

**Parks Report**  
City of Stayton  
August 2017

- Normal restroom cleaning and garbage pickup
- Normal mowing of Courthouse and pool area lawns
- Made irrigation repairs and increased times of watering to all parks and City property
- In the process of getting a commercial sink installed at the concession stand at Pioneer Park (on going)
- Started mowing of trails and roads at Riverfront Park (on going)
- Assembled and installed Dog Park benches
- Installed of waste disposal bag dispenser and other refuge containers at Dog Park
- Finished spreading sawdust at Dog Park. Special thanks to Michael Schmidt and Kendall Smith for their assistance.
- Hosted Solar Eclipse Party at Santiam Park. Special thanks to Pam Pugsley and her friend Carol, along with Brenda Kuiken and her daughter for their help. Also, a special thank you to Keith Campbell for allowing me to bring in my sound system and obtain the items needed to make it a successful event.
- Prepared all the Parks for an influx of visitors for the Solar Eclipse. Pioneer Park was overrun with the most people I have ever seen during a weekend. It took a couple of days after the event to get the parks back to normal.

Respectfully Submitted: By Bob Parsons, Senior Parks Maintenance