



AGENDA

STAYTON PARKS AND RECREATION BOARD MEETING

February 5, 2019

6:30 p.m.

E.G. Siegmund Room at the Stayton Public Library
515 N. First Avenue
Stayton, OR 97383

CALL TO ORDER

1. Presentations / Comments from the Public
2. Welcome new Board member(s)
3. Review and approve minutes from December 4th, 2018, and January 8th, 2019, meeting
(Attachment A)
4. Parks and Recreation Report
 - *January Report provided by Bob Parsons (Attachment B)*
5. Unfinished Business
 - *Mill Creek Park Update*
 - *Replacement Merry-Go-Round at Pioneer Park*
6. New Business
 - *Discuss Parks & Recreation Board meeting schedule*
 - *Open Discussion or comments about any of the City Parks*
7. Future Agenda Items
8. Adjourn

Next Meeting Date – March 5, 2019, 6:30 PM

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

December 4, 2018
6:30 p.m.

Stayton Public Library
515 N. First Avenue
Stayton, OR 97383

ROLL CALL

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

Absent: Cherie Peckfelder – Vice Chair

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

Guest(s): ---

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:36 p.m.

PRESENTATIONS / COMMENTS FROM THE PUBLIC

None

REVIEW AND APPROVAL OF MINUTES

Approve Minutes from the October 2nd, 2018, meeting (Attachment A).

Mr. Lewis made a **Motion** to Approve Minutes from October 2, 2018, Mr. Brummer seconded.
Motion passed 4:0.

PARKS DEPARTMENT

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). Donated cameras are getting installed on the exterior of the Pioneer Park restroom with the help of SCTC. The repairs made to the restroom, due to vandalism, were also donated. Ms. Pugsley would like to see a camera placed at the pool restroom that's accessed from the exterior of the building.

UNFINISHED BUSINESS

Walking Trail along Santiam Park: The City made repairs to their portion of the trail. The City notified the Sylvan Springs Homeowners Association (HOA) about repairs that need to be made on their property. The recorded plat the City has on file shows the pathway is owned and maintained by the HOA. The HOA was informed to present the City with a document if they have proof otherwise.

Mill Creek Park Design: Eight people attended the last community meeting. The City's consultants, AKS Engineering, presented the latest park renderings. There will be at least one more meeting regarding the park design that will involve the Parks Board and the community members who signed-up to participate in the planning. The City plans to apply for an Oregon Parks and Recreation Department grant in Spring 2019.

NEW BUSINESS

New Rotary Trail: The Rotary Club is working on a walking trail that runs along the Salem Ditch and Norpac's property. The trail was made possible by local contractors donating their resources, the Rotary Club volunteers, and Norpac granting an easement to the City to use their property.

Community Garden: The group discussed the pros/cons of the first season of the community garden located on Evergreen Avenue. A survey was sent out to the individual plot owners requesting feedback. One suggestion was to create better signage so the public is aware that the produce is individually owned and not available for the "community" to take. The group agreed that having the garden fenced would help deter theft.

Other: A merry-go-round will be purchased to replace the one removed at Pioneer Park. The Board members discussed possible funding ideas for the Parks Department. Mr. Kronquist inquired about the lease the City has with the North Santiam Water Control District (NSWCD) for Wilderness Park. Mr. Ludwick explained that the NSWCD recently called in the lease and is now in renegotiation with the City Manager.

Mr. Brummer noted that the gravel bar along Riverfront Park contains petrified wood and agates. He suggested that the City allow family campouts a couple of times during the summer at Riverfront Park since the State Parks are requiring passes to their parks and will limit those who like to recreate.

FUTURE AGENDA ITEMS

Mill Creek Park

Replacement Merry-Go-Round at Pioneer Park

ADJOURN: Meeting was adjourned at 7:16 p.m.

Minutes prepared by Lisa Meyer, Administrative Asst.

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

**January 8, 2019
6:30 p.m.**

**Stayton Public Library
515 N. First Avenue
Stayton, OR 97383**

ROLL CALL

Present: Pam Pugsley – Chair, Dan Brummer, Richard Lewis

Absent: Cherie Peckfelder – Vice Chair
Patrick Mulligan

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

Guest(s): ---

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:33 p.m.

PRESENTATIONS / COMMENTS FROM THE PUBLIC

None

REVIEW AND APPROVAL OF MINUTES

Approval of minutes postponed until February meeting.

PARKS DEPARTMENT

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

UNFINISHED BUSINESS

Mill Creek Park: The consultants will be doing a presentation at the February 4, 2019, City Council Meeting. Public comments are being collected online and at the library regarding the park's concept plan. The City plans to apply for an Oregon Parks and Recreation Department large grant this spring.

Replacement Merry-Go-Round at Pioneer Park: Mr. Ludwick plans to have City employees install a replacement merry-go-round this spring.

Other: The City's contract with North Santiam Water Control District regarding Wilderness Park is still pending.

NEW BUSINESS

The Rotary is having a work party 1/12/2019 for the trail that is being constructed along the Salem Ditch and Norpac's property.

Dan Brummer and Richard Lewis were reappointed by the Mayor to the Parks and Recreation Board at the January 7, 2019, City Council Meeting. There are still two vacant positions that will be advertised and hopefully filled by February's meeting.

FUTURE AGENDA ITEMS

Welcome New Board Members

Mill Creek Park

Replacement Merry-Go-Round at Pioneer Park

ADJOURN: Meeting was adjourned at 6:51 p.m.

Minutes prepared by Lisa Meyer, Administrative Asst.

DRAFT

**Parks Report
City of Stayton
January 2019**

- Removed household garbage from SW Riverfront Park parking lot & filled potholes with gravel at the end of Park Road and Florence St. trail access.
- Contracted for a hazardous tree removal at Westown Park.
- Cleaned-up after wind storm at Community Center Park and parking lot.
- Blew off tennis courts after wind storm (second time).
- Replenished gravel at Florence Street bridge ramp.
- Pushed wind fallen trees out of road in Riverfront Park.
- Cleaned up Pioneer Park from previous wind storm with community service volunteers.
- Cleaned flowerbeds and applied pre-emergent herbicide to shrubs at library with the help of community service volunteers.
- Pruned rose bushes on the north side of the Community Center and pool parking lot.
- Removed limbs and debris from Quail Run Park, Northslope Park and under the cedar trees east side of Community Center with the help of community service volunteers.
- When time allowed wrote Standard Operating Procedures for each parks' irrigation system.
- Had Community service workers clean Pioneer Parks Restroom in preparation for reopening.
- Spent two days applying herbicide to blackberries at Riverfront Park.
- Applied Casaron around the Community Center with Kendall's help.
- Applied Roundup to fence line along Kendall Way.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance