



AGENDA

STAYTON PARKS AND RECREATION BOARD MEETING

April 2, 2019

6:00 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. Review and approve minutes from March 5th, 2019, meeting (*Attachment A*)
3. Parks and Recreation Report
 - *March Report provided by Bob Parsons (Attachment B)*
4. New Business
 - *Research for Park Funding (Attachment C)*
 - *Open Discussion or comments about any of the City Parks*
6. Future Agenda Items
8. Adjourn

Next Meeting Date – May 7, 2019, 6:00 PM

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

March 5, 2019
6:00 p.m.

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

ROLL CALL

Present: Pam Pugsley – Chair, Dan Brummer, Wayne Houghtaling, Richard Lewis, Cherie Peckfelder – Vice-Chair (6:03 PM arrival), AJ Westlund (6:02 PM arrival)

Absent: Patrick Mulligan (excused)

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

Guest(s): None

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:00 p.m.

Mr. Brummer made a Motion to excuse Patrick Mulligan’s absence, Mr. Lewis seconded. Motion Passed 3:0.

Ms. Pugsley welcomed new Board member Wayne Houghtaling.

PRESENTATIONS / COMMENTS FROM THE PUBLIC

None

REVIEW AND APPROVAL OF MINUTES

Mr. Lewis made a Motion to Approve Minutes from February 5, 2019, Mr. Houghtaling seconded. Motion Passed 4:0

PARKS DEPARTMENT

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). An inquiry was made if there is a directional sign on Virginia Street or First Avenue directing the public to the Community Center Park. Board members asked if the portable restroom could be removed from Pioneer Park since the park restroom is now open to the public. Mr. Ludwick will check into both inquiries. A suggestion was made to screen the Community Garden portable restroom with bamboo container plants. Members complimented Park staff for keeping the blackberry bushes under control at Riverfront Park.

UNFINISHED BUSINESS

Soil Amendments: Mr. Westlund confirmed that he can get 5 yards of organic soil amendments donated. He will work with Bob Parsons to get the delivery scheduled.

Merry-Go-Round Update: The merry-go-round is scheduled to be delivered this week and City

staff plans to install it this spring.

Future Mill Creek Park: Mr. Ludwick shared that the City is running up against the April 1st deadline to meet the grant requirements. Staff has been working with the City's consultant to finalize the Park's Master Plan this past fall/winter. Two of the three Environmental Assessments from State agencies have been returned (DSL & DEQ). The City's consultant is finishing up on the Wetland Delineation Report. Mr. Ludwick suggested waiting to apply for the OPRD grant next fiscal year and requesting the 40% match to be funded with next year's budget including budgeting for a grant writer. The Board members agreed to hold off applying for an OPRD Large Grant until next fiscal year to allow time to gather the information needed for the grant requirements and produce a professional presentation.

Mr. Brummer suggested planting trees to represent every state in the union when developing Mill Creek Park. Plaques could be made at a later date.

NEW BUSINESS

Mr. Ludwick would like to see the Board work on a Parks project. The group discussed their role as a Board. Brummer suggested making videos of the parks with audio and posting them on our website.

The Board discussed different funding mechanisms to support the maintenance of the City's parks. Mr. Brummer made a motion for the Board and staff research how other cities fund their parks, Mr. Houghtaling seconded. Motion Passed 5:0. Mr. Houghtaling & Ms. Meyer will reach out to other communities to find out how they fund their park maintenance & report back next month. After the information is gathered, the Parks & Recreation Board will come up with a proposal for permanent funding and make a presentation to City Council.

Ms. Peckfelder suggested that the Board look for grants the City may be eligible for, note the timeline for the grant cycle and check-in monthly to make sure timelines are met.

Mr. Brummer suggested putting out fish feeding stations along the power canal between the power station and the head gate as a fundraising opportunity. Swimming and fishing are not allowed in that stretch of the water.

Mr. Lewis inquired if Mill Creek Park could be used by the public this summer for soccer or baseball. Mr. Ludwick will check into it.

Rotary Trail: Mr. Ludwick explained the next step for the Rotary Trail along the Salem Ditch is a Site Plan Review by the Planning Commission. Once the Planning Commission approves the trail, the contractor working on the project will move forward.

FUTURE AGENDA ITEMS- Research for Park Funding

ADJOURN: Meeting was adjourned at 7:00 p.m.

Minutes prepared by Lisa Meyer, Administrative Asst.

**Parks Report
City of Stayton
March 2019**

- Assembled and installed merry-go-round.
- Cleaned roof of Pioneer Park Restroom.
- Routine garbage removal from all parks.
- Pressure washed concrete walkways around Pioneer Park Restroom.
- Collected debris from the grounds of all parks.
- Getting 5300 tractor operating for Community Garden preparations.
- Prepared site where soil enrichment additive will be dumped at the Community Garden.
- Mowed all Parks.
- Installed a brochure holder at Santiam Park and Pioneer Park.
- Working on signage for digital printing of each Parks location and attractions to be installed upon approval.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

RESEARCH - PARK FUNDING

CITY	POPULATION	PARK LAND	STAFFING	FUNDING
DALLAS	14,698	106 acres of park land. Dallas has a very extensive softball and Little League complex that they use for tournaments.	2 full-time + 2 summer employees	\$368,000 budgeted from SDCs collected and from the general fund.
HAPPY VALLEY	21,196	105 acres of park land	4 staff members	Happy Valley currently has an operating levy that funds the operations and maintenance and their recreational programs.
INDEPENDENCE	10,053	130 acres in park land	1 full-time + 2 seasonal employees	Independence has no specific funding for parks, but uses money from the general fund.
KEIZER	39,315	240 acres of park land	3 full-time field staff + 2-3 temporary workers for spring/summer to help with mowing & litter cleanup.	Funded through general fund and as of 2018, a \$4 per month per dwelling unit that is collected on the customer's City Services Bill. Third funding source of funding through SDC's which has strict guidelines for usage.
SILVERTON	9,328	250 acres in parks	1 full-time + 2 summer employees	Silverton has system development fees and \$1.55 per month fee on their water bill. They have no specific park department budget.
TUALATIN	27,478	316 total park land that includes 107 acres of natural parks, 120± acres of greenways and trail system, 84 acres of traditional urban developed park. A lake and splash pad is also maintained.	9 staff members	Current budget \$1.5 million from general fund. Tualatin is in the process of updating their Master Plan and are looking at implementing a park utility fee.
WILSONVILLE	24,058	200 acres of park land that includes water features.	6 full-time + summer seasonal help to maintain the parks and water features.	Requesting \$1.7 million for 19-20 FY from the general fund.
STAYTON	7,800	122 acres of park land that includes approximately 20 acres of neighborhood and community parks.	1 full-time + contract out for mowing in the summer	Maintenance taken out of general fund.