



## AGENDA

### STAYTON PARKS AND RECREATION BOARD MEETING

**June 4, 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 May 7, 2019, meeting (*Attachment A*)
3. Parks and Recreation Report
  - *May Report provided by Bob Parsons (Attachment B)*
4. New Business
  - *Board Discussion- Parks Party / Video Clips of Parks' Amenities*
  - *Open Discussion or comments about any of the City Parks*
5. Future Agenda Items
6. Adjourn

Next Meeting Date – July 9, 2019, 6:00 PM

**CITY OF STAYTON PARKS AND RECREATION BOARD MEETING MINUTES**

**May 7, 2019**

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

**ROLL CALL**

**Present:** Pam Pugsley – Chair, Dan Brummer, Wayne Houghtaling, Richard Lewis, Patrick Mulligan (6:10 arrival), AJ Westlund  
**Staff:** Lance Ludwick, Public Works Director  
Lisa Meyer, Administrative Assistant (Minutes)  
**Guest(s):** None

**CALL TO ORDER:** Ms. Pugsley called the meeting to order at 6:05 p.m.

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

**REVIEW AND APPROVAL OF MINUTES**

Mr. Lewis made a Motion to Approve Minutes from April 2, 2019, Mr. Brummer seconded. Motion Passed 4:0

**PARKS DEPARTMENT**

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

**OLD BUSINESS**

**Research for Park Funding:** The Board reviewed *Attachment C* which showed how other municipalities fund their Parks Maintenance program. The chart reflected which funds made up each cities Parks Maintenance budget and the percentage that came from General Fund. Most municipalities on the chart are funded through the General Fund with a couple receiving income from park rentals and assessing a Park Fee to each household.

Stayton currently allocates 6% of the General Fund towards a full-time park Parks staff member, a summer staff member, a summer mowing contract and the rest towards Parks maintenance. Mr. Ludwick noted that one area revenue can be generated is by charging rent for reserving park shelters rather than having the usage be first come, first served. The funds generated would go back into the General Fund. He explained that the Parks Board and City Council would determine the Parks vision for the City.

The Board noted that the first come, first served guidelines for the pavilions has led people to place coolers and items at the pavilions early in the day in order to hold the space for later usage. The Board discussed the responsibilities that go along with renting space in the park. Mr. Houghtaling made a Motion to charge \$20 an hour to rent the pavilions at Pioneer Park, Neitling Park (Freres Pavilion) and Santiam Park, Mr. Brummer seconded. Motion Passed 5:0. The Board discussed who uses the pavilions (Stayton residents vs. non-residents). Mr. Mulligan made a Motion to reopen the last item voted on to amend the rate to \$20 an hour for the first four hours with the fifth hour free for Stayton residents, and \$25 an hour for the first four hours with the fifth hour free for non-Stayton residents, Mr. Brummer seconded. Motion Passed 5:0.

**Other Business:**

The City is still in negotiation with the Santiam Water Control District in regards to renewing the City's

lease for Wilderness Park.

Ms. Pugsley is considering having a “Parks Party” at Pioneer Park and hand out information to the public about the park facilities available in the City and possibly sell ice cream or hotdogs. She asked the Board to consider hosting the event.

A suggestion was made to place some sort of signage or kiosk outside the Pioneer Park restrooms to post information about the availability of renting the Concession Stand area and the Jordan Bridge.

Mr. Mulligan suggested having a short 30 second video clip that describes each park’s amenities and make the video available to the public online.

Ms. Pugsley noted that a new Vice-Chair needs to be elected to replace Ms. Douglas who has stepped down from the Board. Mr. Lewis volunteered to fill the Vice-Chair position, the Board unanimously approved.

**FUTURE AGENDA ITEMS:** Parks Party inviting the public, Video Clip of the Parks’ amenities

**ADJOURN:** Meeting was adjourned at 6:55 p.m.

**Parks Report  
City of Stayton  
May 2019**

- Turned on irrigation at all Parks including the Community Garden (for the blueberries). Made sprinkler adjustments.
- Constructed box to contain irrigation clock at Community Garden.
- Opened restroom at Community Center Park.
- Routine restroom cleaning.
- Changed location of chemical toilet at Community garden.
- Collected garbage from all Parks.
- Finished up directional sign for Santiam Park at Cascade and Whitney.
- Mowed courthouse and area behind pool and community center weekly.
- Playground inspections.
- Mill Creek irrigation issues and going over operating manual.
- Contacted Traffic Safety Supply in regards to new Park signs.
- Removed house hold garbage at Riverfront Park parking area and repaired disposal can.
- Repaired deactivation button for the men's restroom at Pioneer Park.
- Removed damaged light bollard at Santiam Park. New parts ordered.
- Trimmed the shrubs at Pioneer Park and the Library with the help of a Community Service worker.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance