



AGENDA

STAYTON PARKS AND RECREATION BOARD MEETING

July 10, 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. Review and approve minutes from the May 1st, 2018 meeting (*Attachment A*)
3. Parks and Recreation Report
 - *May Parks Report provided by Bob Parsons (Attachment B)*
 - *June Parks Report provided by Bob Parsons (Attachment C)*
4. Unfinished Business
 - *Draft Park Brochure – Pam Pugsley, Dan Brummer, Richard Lewis*
5. New Business
 - *Fundraising for playground equipment at Pioneer Park – Pam Pugsley*
 - *Open Discussion or comments about any of the City Parks*
6. Future Agenda Items
7. Adjourn

Next Meeting Date – August 7, 2018, 6:30 PM

STAYTON PARKS AND RECREATION BOARD MEETING MINUTES

May 1, 2018
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: Patrick Mulligan

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

Guest(s): None

CALL TO ORDER: Ms. Pugsley called the meeting to order at 6:30 p.m.

PRESENTATIONS / COMMENTS FROM THE PUBLIC:

REVIEW AND APPROVAL OF MINUTES:

Approve Minutes from the April 3rd, 2018, meeting (Attachment A).

Mr. Lewis made a **Motion** to Approve Minutes from April 3, 2018, Mr. Brummer seconded.
Motion Passed 4:0.

PARKS DEPARTMENT

The Board reviewed the Parks Report provided by Bob Parsons (Attachment B). Ms. Pugsley reports a grocery cart left by the restroom at Pioneer Park.

UNFINISHED BUSINESS

Draft Park Brochure: Ms. Pugsley & Mr. Lewis checked out all the City parks and took more pictures for the brochure. They received positive feedback from park patrons about all the City's parks.

Mr. Ludwick brought up that every new residential development is asked to dedicate open space. The City currently has no dedicated funding source to maintain all the parks including equipment maintenance. He has been in conversation with Budget Director and City Manager and it is something that needs to be addressed. Discussion continued about various ways to fund parks.

Mr. Brummer plans to put a notation in the brochure about the square footage of City parks per capita than comparable to other similar municipalities.

Community Garden Update: Six of the fifteen plots have been rented. Volunteers interested in

tending to the garden plot for the Stayton Community Food Bank should contact the Public Works office. May 11th is the target date for garden patrons to access their garden. Mr. Ludwick and Ms. Pugsley will inquire with local garden stores about donating vegetable starts for the Food Bank plot.

Mr. Kronquist shared that the Food Bank is looking for a new location for their business.

NEW BUSINESS:

Some of the decorative tiles are coming off of the exterior at the Pioneer Park restroom. Ms. Pugsley reports that a parks staff member is waiting for a sunny day to re-install.

Ms. Douglas inquired about i-Serve this year and suggested a project of removing the cobwebs around the exterior windows of the library. Ms. Pugsley requested the storage container, located next to the Community Center, to be repainted and add a new layer of snow coat for the roof for the Friends of the Library. Mr. Kronquist suggested a project for a community group to paint a base coat of white on the side of the Odd Fellows Masonic Hall and along the south wall of the new Sports Fever location (across from the Police Department parking lot). Mr. Kronquist also had information for a muralist from McMinnville. Mr. Ludwick will reach out to the church representative for i-Serve.

The same landscaping firm from last year was awarded the lawn mowing contract for this year.

FUTURE AGENDA ITEMS:

The group will continue to think about ways to fund the parks.

The group would like to create more recreation opportunities for families including Bocce ball.

ADJOURN: Meeting was adjourned at 7:06 pm.

Minutes prepared by Lisa Meyer, Administrative Asst.

**Parks Report
City of Stayton
May 2018**

- Mowed all Parks prior to contract mowers taking over.
- Changed out five defective child swing seats. (see pictures)
- Sprayed Pioneer and Neitling Parks.
- Took John Deere mower to shop for fan belt repairs and found additional items needing repairs.
- Brought irrigation systems up at all Parks and continue to make repairs and adjustments where needed.
- Had major irrigation repairs at Community Center and Pioneer Parks. Replaced timer at Quail Run Park.
- Scheduled G. R. Morgan to repair Santiam Park's playground surfacing.
- Rototilled the Community Garden twice.
- Ordered replacement tee signs for missing/ vandalized signage at disc golf course and installed.
- Trimmed low hanging limbs from trees at Neitling, Westown, and Quail Run Parks.
- Re-sprayed Neitling, Community Center, and Municipal Court property, gravel at the Dog Park, and around Florence Street Bridge.
- Changed out tires on teeter totter at Westown Park.
- Removed diaper changing stations at Pioneer Park restroom as they were misused and not repairable.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance

ATTACHMENT B



**Parks Report
City of Stayton
June 2018**

- Inspected playground equipment and repaired the Bongo climber at the Community Center Park.
- More attention has been given to park restrooms as usage has increased.
- Mowed Riverfront Park trails.
- Removed the merry-go-round at Pioneer Park after discovering it was broken.
- Attended CPSI training class for three days.
- Resprayed weeds around borders, shrub beds and tree wells at Northslope, Santiam, Quail Run, and Westown Parks.
- Checked irrigation at all the Parks and made repairs and adjustments as needed.
- Constructed the Community Garden kiosk.

Respectfully submitted by: Bob Parsons, Senior Parks Maintenance